



## ONTONAGON TOWNSHIP LIBRARY POLICIES

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## **I. Board of Directors By-Laws**

### **1. Identification & Authority**

- A. The name of this board is the Board of Directors of the Ontonagon Township Library, hereinafter referred to as “The Board” and “The Library”, established under Section 10 of the City, Village, and Township Libraries Act, 1877 PA 164, MCL 397.210.

### **2. Membership**

#### **A. Election to Office**

1. The Board nominates six (6) persons to obtain election petitions delivered to the Township Clerk for inclusion on the general election ballot in the townships of Ontonagon. Board member (“Directors” in the language of the ballot) candidates’ names appear on the general non-partisan ballot in the fall election and are voted in by the general public in the appropriate township(s) and precinct(s). The County Clerk certifies the election, and board members are sworn in within 20 days of their election.

#### **B. Terms**

1. The term of election is for four (4) years. However, if a member is unable to serve their full term, the board seeks qualified candidates for the open seat, and appoints the candidate to fill the vacant seat until the next election date.
2. There is no limit to the number of consecutive terms that board members may serve.

### **3. Meetings**

#### **A. Schedule and Order of Business**

1. Regular board meetings are scheduled on the second Monday of each month in the conference room of the Ontonagon Township Memorial Building at 4:30 P.M., EST.
2. Time and date may be changed by accord of the Board President and Library Director as necessary to ensure a quorum or accommodate special circumstances.
3. Members shall be expected to attend all meetings except as they are prevented by a valid reason and shall be expected to notify the Board President and Library Director in advance if they are unable to attend.
4. The order of business for regular meetings shall include, but not be limited to, the following items:
  - a. Call to order
  - b. Greet and introduce guests, if any
  - c. Correspondence, if any
  - d. Approval/amendment of the agenda
  - e. Approval of last meeting’s minutes (“Secretary’s Report”)
  - f. Approval of financial statements (“Treasurer’s Report”)
  - g. Approval of invoices and receipts
  - h. Old (unfinished or updated) business
  - i. New business
  - j. Items from the floor/public comment
  - k. Adjournment

#### **B. Quorum**

1. Four members of the Board constitute a quorum at each Board meeting. When a quorum is present at any meeting, the vote of a plurality of the Members having voting power shall decide any question brought before such meeting.
- C. Open Meetings
  1. All Board meetings shall be held in compliance with Michigan's Open Meetings Law (Michigan 1976 PA 267, MCL 15.261 *et seq.*)
- D. Conduct of Meetings
  1. The Board President or acting President conducts the meetings in accord with the agenda as prepared by the Library Director.
  2. The latest available edition of *Robert's Rules of Order* shall govern proceedings of all meetings should questions of procedure arise.
4. Officers
  - A. Organizational Meetings
    1. The Board shall hold the Organizational Meeting in December of each year. At the regular December meeting, the Board shall elect its officers. Each officer shall hold office until his or her successor shall have been chosen and qualified, or until his or her death, or until such officer resigns or is otherwise removed from office and/or The Board.
  - B. Officers of the Board
    1. The officers of this Board shall be a President, a Vice President, a Secretary, and a Treasurer selected from among the Board's membership at the organizational meeting.
    2. Duties of the President
      - a. The President presides at all Board meetings and appoints committees of the Board, executes all documents authorized by the Board, and generally performs all duties associated with that office.
    3. Duties of the Vice President
      - a. The Vice President presides over meetings in the absence of the President and shall become the President should a vacancy occur in that office between officer elections.
    4. Duties of the Secretary
      - a. The Secretary shall record the minutes of the meetings and sign all documents requiring the secretary's signature. Minutes are approved monthly by The Board.
    5. Duties of the Treasurer
      - a. The Treasurer monitors the budget, financial records and reports, and investments. The Treasurer (or another authorized officer in his or her absence) co-signs with the Library Director all checks drawn on funds held by the Library, all vouchers for disbursement from library funds, and performs all duties as generally devolve upon the office. The Treasurer shall make monthly reports to The Board showing in detail the amount and investment of, and income and disbursements from, the funds in his or her charge.
      - b. The division of specific financial duties between the Library Director and the Board Treasurer is subject to adjustment by the Board based on the qualifications and ability of each party.

- c. The Library and its agent shall invest funds in compliance with the requirements of the Michigan Surplus Funds Act (MI Act 20, PA 1943 as amended). It is the Board's policy to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the Library and conforming to all laws governing the investment of public funds.

## 5. Duties of the Board of Directors

### A. Legal Responsibilities

1. The Board shall have all of the powers granted to it by laws and have the power and the duty to determine rules and regulations governing library operations and services.

### B. Member Responsibilities

#### 1. Attendance

- a. Attendance at Board meetings as an active participant for policy making and planning is the most important job of a Board member. It is the responsibility of the Board member to attend meetings regularly and on time. If not attending a scheduled meeting, it is the member's responsibility to notify the Library Director and Board President in person or by calling (in advance if possible; as soon as able in an emergency).
- b. After three (3) absences in a fiscal year by a Board member from regular and/or special scheduled meetings, it is at the discretion of the board to determine if the series of absences is acceptable. At that time, the Board may act by:
  - ✦ Asking the member to consider resigning to allow another person who can better meet the obligations to fill the position.
  - ✦ Remove the offending board member by way of motion and vote.
  - ✦ Take, or not take, such other actions as the Board deems appropriate based on their interpretation of circumstances.

#### 2. Participation

- a. Participation at meetings is essential. Each Board member needs to be able to discuss relevant issues and make intelligent decisions. Inactive or overly-passive Board members weaken the Board's ability to take necessary action on matters that impact the Library's operation. Board members are expected to be informed about Library programs, policies, and services so that they can make effective decisions.
- b. Effective Board members work as a team with each member sharing concerns for the Library's welfare. They make all decisions and take all actions based on the principles of reasonable prudence and acting in good faith, with the well being of the library always of utmost importance. Matters discussed in closed session are kept confidential; once a decision is voted upon, all Board members should support the decision and will refrain from criticizing or attacking the Board or other Board members, most particularly in public.

#### 3. Financial

- a. The Board shall approve the budget and make sure adequate funds are provided to finance the approved budget.

- b. The Board shall have exclusive control of the expenditure of all monies collected, donated, or appropriated by or for the Library fund and shall approve all Library expenditures.
  - c. The Township Clerk has all Township accounts (including Library funds) audited annually by a third party, and the Board shall review the document generated by this process.
  - d. The Board will procure and maintain corporate credit lines and other financial instruments as needed, with reasonable credit limits, for the purchase of goods and/or services for the official business of the Library.
    - ✦ The Library Director is responsible for day-to-day accounting, monitoring, and overseeing the use of such financial instruments.
    - ✦ Misuse of the Library's financial instruments by Board members or Library employees is subject to disciplinary action consistent with the law.
4. Facilities
- a. The Board shall regularly review the facilities for the Library and confirm that they meet the requirements of the Quality Standards of the State of Michigan.
5. Political & Legislative Activity
- a. The Board shall study and support legislation that will bring about the greatest good to the greatest number of Library users.
  - b. The Board shall communicate with state and federal legislators and governmental officials to advocate for the interests of Library patrons.
  - c. The Board shall cooperate with other public officials and boards, and maintain vital public relations.
6. Reporting
- a. The Board shall approve and submit required reports to the Superiorland Library Cooperative, the Library of Michigan, the Ontonagon Township Board, and other entities as needed, or delegate such activities to the Library Director where appropriate.
7. Library Policies
- a. The policies determined and established by the Board shall remain in effect until changed or rescinded by further action of The Board, and shall be administered by the Library Director. The Library Director shall compile and help keep up to date all operating policies established by the Board, which shall be distributed to the Board and Library staff, with copies available to the public.
8. Committees
- a. The Board President shall appoint all ad hoc committees with the approval of the Board, and these committees shall serve until their final report or recommendations have been made to the Board for action in regular meeting.
9. Conflict of Interest
- a. The Board is subject to the Incompatible Public Offices Act, 2978 PA 566m MCL 15.181 *et seq.* This act prevents the subordination of one public officer to another, and the supervision of one public office by another.

- b. The Board must avoid situations in which personal interests might be served, or financial benefits gained, at the expense of Library patrons, colleagues, or the Library.
    - c. It is incumbent upon the Board member to disqualify him or herself immediately whenever the appearance of a conflict of interest exists.
- 6. Library Director and Staff
  - A. Selection of Library Director
    - 1. The Board shall select, appoint, and supervise a properly certified and competent Library Director, and determine the duties and compensations of all Library staff.
  - B. Duties of the Library Director
    - 1. The Director is responsible for the administration and management of the Library in accordance with the objectives and policies adopted by the Board and under the direction and review of the Board.
    - 2. The Director shall be responsible for equipment, public relations, and usage and disposition of books and non-book materials within the annual appropriations adopted by the Board and subject to general policies adopted by the Board.
    - 3. The Director shall act as technical advisor to the Board by keeping the Board informed as to program needs, facility needs, expenditures, and any problems requiring motion or review by the Board. The Director shall attend all regular and special meetings of the Board, presenting reports and submitting for consideration any matters requiring action.
  - C. Library Staff
    - 1. The Library Director shall make recommendations to the Board for filling vacant staff positions or dismissing existing staff. Interviews of applicants shall be conducted by the Library Board in the presence of the Library Director. The Director shall train and supervise all Library Staff.
  - D. Evaluations
    - 1. The Board shall review the performance of the Library Director and the Library on an annual basis.
- 7. Amendment of Board By-Laws
  - A. These by-laws may be amended by a majority vote of all members of the Board (in accordance with the procedure for amending Library Policy in general.)
  - B. Proposed amendments will be submitted for initial reading and discussion at a regular meeting, with additional discussion and changes to the amendment being followed by a vote of the Board at either the current or following meeting.
- 8. Benefits
  - A. Members of the Ontonagon Township Library Board of Directors receive no salary or financial compensation of any kind unless specifically authorized by the library board. (Example: mileage reimbursement for traveling to an out-of-town meeting/event.)
  - B. Active trustees are allowed to use library equipment to make black and white copies free of charge, within reason. (Normal rates apply for color copies.)
  - C. Trustees and former trustees in good standing are granted the benefit of “staff” checkout rules, allowing for extended check-out times on print materials.

9. Statement of Ethics

- A. The Ontonagon Township Library Board subscribes to the following Statement of Ethics:
1. Board members must promote the highest level of library service while observing ethical standards.
  2. Board members must adhere to Conflict of Interest rules as set forth in the Board by-laws.
  3. Board members must distinguish clearly in their actions and statements between their personal philosophies and attitudes, and those of the institution.
  4. A Board member must respect the confidential nature of Library business while being aware of and in compliance with the Freedom of Information Act.
  5. Board members must be prepared to support to the fullest the efforts of librarians in resisting censorship of Library materials by groups, lobbyists, or individuals.



## **II. Mission and Goal Statements**

1. Mission
  - A. The mission of the Ontonagon Township Library is to provide quality materials and services that fulfill the educational, informational, cultural, and recreational needs of the community.
  
2. Goals
  - A. To acquire and make available to all residents of our service area such books, electronic media, periodicals, technology, and other services as will address their needs to become well informed; locate answers to important questions; cultivate imagination and creative expression; develop skills for career and vocational advancement; as well as for leisure/entertainment/recreation purposes.
  - B. To always strive to discover new and/or improved methods of librarianship that will provide better service for the library's patrons.
  - C. To develop and host diverse, cost-effective programming for patrons of all ages.
  - D. To ensure that all residents of our service area have free and open access to the Internet and other ubiquitous technologies.
  - E. To review these goals regularly, and, if necessary, revise them.

### III. Personnel Policy

1. Appointment
  - A. Employees must meet the standard set by the State Board for Libraries.
  - B. Personal considerations do not enter into selection; nor is there discrimination because of race, creed, sex, marital status, opinions, or beliefs.
  - C. In general, Library Board members and the immediate families of Board members are not eligible for employment at the Ontonagon Township Library.
  
2. Holidays
  - A. Employees will not be required to work on the following days:
    - ✦ New Year's Day
    - ✦ Memorial Day
    - ✦ Independence Day
    - ✦ Thanksgiving Day
    - ✦ Christmas Eve, Christmas Day, and December 26<sup>th</sup>
    - ✦ Saturday and Monday of Labor Day weekend
  - B. Additional paid or unpaid holidays may be approved by board vote.
  - C. The library will close on New Year's Eve at 3:00 PM; from noon to 3:00 PM on Good Friday; and at 5:00 PM the Wednesday before Thanksgiving.
  - D. No library service will be offered on election days as long as the present local conditions prevail, i.e., elections are held in the Township Memorial Building. Election day is not a paid holiday. It is a working ("office") day for the Director.
  - E. Should one of the above holidays fall on a Sunday, the Library will be open as usual on Monday, with the exception of December 26. (The library is closed on Monday, December 27<sup>th</sup> in such an instance.)
  
3. Leave with Pay
  - A. Annual leave (paid holiday) is awarded to full-time staff members per the following schedule:
    1. One week of annual leave, after they have been employed one full year.
    2. After 2 (two) years of continuous employment, full-time staff members are granted 2 (two) weeks of annual leave.
    3. After 6 (six) years of continuous employment, full-time staff members are granted 3 (three) weeks of annual leave.
    4. After 15 (fifteen) years of continuous employment, full-time staff members are granted 4 (four) weeks of annual leave.
  - B. Regular part-time employees are awarded paid personal leave subject to the following rules:
    1. After 2 (two) years of continuous employment, part-time staff members are awarded 1 (one) week of paid leave.
    2. After 6 (six) years of continuous employment, part-time staff members are awarded 1.5 (one and a half) weeks of paid leave.
    3. After 15 (fifteen) years of continuous employment, part-time staff members are awarded 2 (two) weeks of paid leave.
    4. Paid leave conditions for part-time employees:

- a. “Continuous employment” for part-time employees is defined as any employee typically scheduled for 20 (twenty) or more hours of work each week.
  - b. A “week” of paid leave for part-time employees is based on the employee’s average weekly hours, rounded up to the nearest full hour.
    - ✦ Example: due to the alternating weekend schedule, an employee works either 25 or 26 hours each week. A “week” of paid leave for that employee therefore consists of 26 hours (25.5 rounded up.)
  - c. Paid personal leave for part-time employees may be used for pre-planned vacation days, or to avoid losing pay on sick days. In either case, the employee shall notify the Director of their intention to use paid leave in as timely a fashion as possible.
- C. Holidays falling in a vacation period are not counted against annual leave.
  - D. The Director shall be responsible for arranging adequate staffing during leave.
  - E. Annual and sick leave are to be computed from date of employment (anniversary date.)
  - F. Sick leave with pay will be granted to full-time employees up to a total of 10 (ten) days per year. Sick leave is defined as illness of employee or a member of the immediate family. Unused sick leave may be accumulated up to a maximum of 30 (thirty) working days and carried indefinitely. No accumulated sick leave days will be paid upon job termination.
  - G. Personal leave will be granted to full-time employees at a rate of 2 (two) days per year.
  - H. Four days of emergency leave with pay are allowed in case of death of [full-time or part-time] employee’s: spouse, child, parent, sibling, grandparent, spouse’s parent, spouse’s sibling, spouse’s grandparent. One day of emergency leave will be allowed for any other death. More time may be allotted at the discretion of the Board.
  - I. Employees who are drafted for jury duty or as a witness in court will be granted leave with pay amounting to the difference between regular salary and court pay.
  - J. “Substitute” employees and any other employee working fewer than 20 (twenty) hours in an average week are not eligible for paid leave.
  - K. The Library Board reserves broad authority to take corrective measures regarding the misuse of paid leave.
4. Reporting of Hours
- A. All hours worked (or leave taken) by each staff member must be documented and turned over to the Township Clerk within one week of the end of each pay period. Pay periods are set by the Township. Vacation, personal, emergency, and sick leave time must be documented as such on time sheets.
5. Leave without Pay
- A. Emergency leave without pay is allowed in case of serious or lengthy illness of a member of the employee’s immediate family or household at the discretion of the Board.

- B. Extended leave without pay may be granted to employees to pursue regular courses of study at accredited library schools at the discretion of the Board.

6. Continuing Education

- A. Time with pay, plus expenses, is allowed employees to attend library meetings, conferences, workshops, and other educational or industry functions, as approved by the library board.
  - 1. If approval cannot be made at a regular board meeting, the Library Director and/or Board President can contact board members for majority approval.
  - 2. Fees or costs of workshops and similar courses to be attended by staff members will be paid from library funds, except in cases where external funding has been awarded. Mileage will be paid at the current federal rate.
    - a. Library Director will perform due diligence in seeking out grants and awards to offset the cost of attending continuing education events (e.g., the UPRLC and Library of Michigan CE stipends.)
- B. Library director will conduct regular formal or informal training and orientation of other staff. Part-time staff is also eligible to attend external continuing education events relevant to their job duties. Philosophy of service, policies, community changes, new materials, and external continuing education opportunities will be discussed among library staff as needed.

7. Dismissals

- A. Dismissals will be only for just cause. The employee shall be given fair warning if work is unsatisfactory, if the good of the service is jeopardized by incompetence, or if institutional financial exigencies make continuation of employment impossible.

#### **IV. Eligibility of Use**

1. The library is open to the general public during established library hours. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age, gender, or sexual orientation.
2. Use of the library or any of its services may be denied for due cause, including but not limited to: failure to return materials or pay penalties, theft or destruction of library property, disturbing other patrons, or any illegal conduct on library premises.
3. In order to borrow materials from the library, one must have a library card (see Section VII: Circulation Policy for details.) A library card is not required for in-library use of library materials, public computer terminals, wireless internet, or fee-based printing and copying services so long as the user has not been previously blocked from using the library.

## **V. Patron Responsibility and Conduct**

1. Conduct:
  - A. It is our aim to create a pleasant and secure atmosphere for all patrons. To encourage the proper use of the library materials and services, disruptive behavior is not tolerated and privileges may be suspended. Such disruptive behavior includes, but is not limited to:
    1. Tobacco use inside the building
    2. Non-medical wheeled implements inside the building (i.e., rollerblades, skateboards)
    3. Animals other than service animals inside the building
    4. Carrying of weapons except where explicitly allowed by law
    5. Threatening behavior
    6. Eating or drinking. (Beverages with tight-fitting lids may be allowed in certain areas with prior permission of library staff.)
    7. Loud and/or lengthy telephone conversations
  - B. Persons engaging in destructive or disruptive behavior will be asked to leave. If such a person does not leave when asked, law enforcement officers will be summoned for assistance. Repeated incidents of such behavior will result in permanent exclusion from all library facilities and services.
2. Library Privileges Suspension:
  - A. When library privileges are suspended, the patron may not borrow library materials or attend any library-sponsored programs for which registration is necessary. Library privileges are suspended for the following reasons:
    1. When a person has outstanding late fees in excess of \$10.00
      - a. Limited exceptions may be allowed when the patron has shown good faith by making regular payments on the amount due.
    2. When a patron owes the Library for lost or damaged materials.
    3. When a patron has library materials 2 or more weeks overdue.
      - a. Overrides for additional/extended renewals may be processed at the discretion of library staff.
  - B. Suspension will remain in effect until payment has been made in full, or materials have been returned or replaced.
3. Children in the Library:
  - A. Library staff assumes no responsibility for unattended children. It is not the duty of any staff member to baby-sit, supervise, or entertain any child left alone in the library.
    1. Children of appropriate age may be dropped off at library programs per their parents' discretion, but are considered "unattended" if a parent/guardian is not present at the program's end, or if the child needs to be removed from the program due to disruptive behavior.
    2. Damage to library property caused by unattended children will be billed to that child's legal parent/guardian and/or
  - B. Children will be held to the same behavioral standards as all other patrons (per Section V, item A) and will be asked to leave if they are disruptive.

- C. Children who do not have transportation at closing time are not the responsibility of library staff. Under no circumstances is library staff obligated to remain on the premises to baby-sit unattended children.
1. Children left unattended upon library closure will be asked to use the telephone to call for a ride.
  2. Children are not permitted to remain in the Township Building after the library closes, regardless of weather conditions (except during special events, e.g., childrens' theater rehearsal upstairs in the theater.) Staff is not permitted to drive children home.
  3. If transportation is not available within 15 minutes after the library closes, staff will use their judgment as to whether the police should be called to escort the child home.

## **VI. Materials Selection/Collection Development Policy**

1. Objectives
  - A. The purpose of the Ontonagon Township Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.
  - B. Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection with which to meet community interests and needs.
  - C. The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.
  - D. The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Ontonagon Township Library Board of Trustees are an integral parts of the policy.
2. Responsibility for Materials Selected:
  - A. The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Ontonagon Township Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.
3. Selection Criteria
  - A. Selection of library materials shall be made on the basis of interest, education and recreation of the people of the service area, consistent with the library's mission and goals.
  - B. Factors to be considered shall include: present collection composition, collection development objectives, interest, demand, timeliness, audience, significance of subject, special local interest, diversity of viewpoint, effective expression and evaluations in professionally recognized critical guides when available.
  - C. No material shall be excluded because of race, religion, nationality, gender, sexual orientation, or the political or social views of the author.
  - D. The Library collection will strive to be an excellent and unbiased source of information. In pursuit of excellence the library collection will include as wide a selection as possible, and subjects will be covered in sufficient depth to meet anticipated and expressed needs.
  - E. Individual items, which in and of themselves may be controversial or offensive to some, may appropriately be selected if their inclusion in the collection will effectively contribute to the balance of the library collection as a whole.
  - F. The collection will promote no causes; will further no movements; will favor no viewpoints.
  - G. The Board believes that reading, listening and viewing are individual, private matters. While anyone is free to select or reject materials, the freedom of others to read or inquire cannot be restricted.



- H. Parents and guardians have the responsibility to guide and direct the reading, listening and viewing choices of their own minor children. The Library does not stand in place of the parents.
  - I. The Library encourages public suggestion of items and subjects to be considered for inclusion in the collection.
  - J. Nonfiction titles focusing on medical subject matter will be selected with special scrutiny in the interests of community health and safety. Titles related to alternative medicine, fad diets, “pop” science, etc., will be accurately cataloged and shelved to keep them separate from prevailing, professional medical references.
4. Interlibrary Loan
- A. Because of a limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library’s collection.
  - B. The patron requesting the interlibrary loan will be responsible for the cost of the postage (one-way) and for any additional fees that are required.
  - C. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Ontonagon Township Library agrees to lend to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.
5. Gifts and Donations:
- A. The Library gratefully accepts donations of materials with the understanding that the materials which are useful to the library collection will be retained, and others disposed of in whatever manner the library deems best—by giving them to other institutions, by exchanging them for other materials which the library needs, by selling them or by discarding them.
  - B. Memorial gifts of monetary donations are accepted for the purchase of materials in memory of, or in honor of, an individual or organization. A bookplate is placed in the book and acknowledgement is sent to the donor, the person honored, or family of the deceased.
  - C. The Ontonagon Township Library encourages and appreciates gifts and donations.
  - D. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.
  - E. The library gladly accepts literature and media donations from government agencies, healthcare providers, nonprofit organizations, and patient advocacy groups, with the understanding that such materials will be held to the same standards as any other material considered for the collection.
6. Weeding:
- A. An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees.

Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

- B. Weeding criteria from section to section is subject to change according to the size of that collection, the cost of replacement titles, the potential dangers of outdated or inaccurate titles, current public demand, and/or other factors.

## 7. Objection to Library Materials

- A. The Board of Trustees recognizes the right of individuals to question materials in the library collection. The Board of Trustees further recognizes that American democracy functions only if the full range of human ideas is accessible to the people and if proponents of various points of view are able to fully and openly make their cases, however popular or unpopular they may be. The principle is guaranteed in the First Amendment of the Constitution, which protects the free expression of ideas. It is exemplified by American public libraries that provide access to those ideas in accordance with the Library Bill of Rights. Thus, the library collection, protected by the First Amendment, is a marketplace of ideas that are contained in varied and divergent materials.

### B. Basic Provisions:

1. An individual questioning material in the library collection may ask the library staff about such materials. Designated staff members will discuss the matter with the individual and give the patron a copy of this policy and a copy of the Library materials Selection Policy.
2. An individual still questioning library materials may state his/her opinion in writing on the form, Statement of Concern About Library Resources, provided by the Library. After the Director receives the completed form, the opinion and material in question will be reviewed. The Board of Trustees will determine if the material meets the criteria of the Library Materials Selection Policy and will reply to the individual in writing as soon as practical.
3. The Library Board considers all materials selected under the Library Materials Selection Policy to be constitutionally protected under the First Amendment unless the materials are determined unprotected by judicial action in courts of jurisdiction. Material under court consideration will remain in the active collection and not be considered for removal until the judicial determination is made and all appeals considered.
4. In the event a complainant charges that a particular material is not protected under the First Amendment of the Constitution, the burden of proof rests with the complainant.
5. Patrons wishing to express concerns to the Board about materials in the collection will be heard during a regular meeting of the Board under the agenda item "Public Comments". The Board, after hearing a patron complaint, shall determine if the material has been reviewed in accordance with this Policy and that appropriate Library procedures have been followed.
6. The Library collection will be organized and maintained to facilitate access. Any labeling, sequestering, or alteration of materials because of controversy surrounding the materials will not be sanctioned.
7. The final decision to remove any library material from the library collection based on a Request for Reconsideration rests with the Library Board of Trustees.

8. Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

## **VII. Circulation Policy**

1. The basic purpose of the Ontonagon Township Library is to make materials widely available, to provide maximum use of the collection, to facilitate requests for materials, and to provide uniform retrieval of library materials.
2. Registration:
  - A. Persons are responsible for all materials borrowed on their card and agree to abide by library lending rules and regulations.
  - B. The following persons are entitled to a free library card:
    1. Residents of Ontonagon Township and contractual service areas of the Ontonagon Township Library. This includes Greenland Township, Rockland Township, and Bohemia Township. Applications as provided must be completed and proof of residency shown. (Valid proofs: driver's license, Michigan ID card, voter registration, car registration, etc. with resident's address).
    2. Any person who pays real or personal property tax to the township of Ontonagon or to the contractual areas, or rents a residence in the township or contractual area. Applications, as provided, must be completed and proof of property tax or rental shown. (Valid proof: property tax receipt or land deed, lease agreement, or 6 (six) month's rent receipts with resident's address).
  - C. The following persons are entitled to a fee-paid library card:
    1. Any person who does not fit the above categories (part 2 a & b) shall be entitled to a fee-paid library card.
    2. A fee-paid library card is valid for a period of one year and may be renewed on an annual basis for a fee of \$10.00
  - D. Persons under 18 (eighteen) years of age are entitled to a free or fee-paid library card:
    1. Patrons under 18 whose parents or guardians qualify under 2 or 3 above, must have their parent or guardian's signature on their applications for a free or fee-paid library card. This signature assumes the parents' or guardians' responsibility for any costs incurred.
    2. The date of birth must be stated on the application.
  - E. A new patron is on probation for up to the first 3 (three) months with the patron limited to 4 (four) items per card. After the patron is off of probation and in good standing, the patron is permitted to check out 25 items per card. "Good standing" may be granted sooner than 3 months at staff discretion.
  - F. The Director reserves the right to limit the check-out of items to 5 (five) for those patrons who consistently do not return items in the allotted time.
  - G. There is a \$2.00 charge to replace a lost library card.
  - H. Since 2016, the Ontonagon Township Library has had a special circulation-sharing agreement with the Carp Lake Township Library (White Pine, MI).
    1. Users of the Carp Lake Township Library who are registered and in good standing with that institution may use their Carp Lake Township Library registration to check out items from the Ontonagon Township Library.
    2. This benefit is reciprocal; registered users of the Ontonagon Township Library in good standing may use their library card to check out items at the

## Carp Lake Township Library in White Pine.

3. Loan Periods:
  - A. Books and CDs (audiobooks and music) may be borrowed for two weeks, and may be renewed for another 2 (two) weeks unless specially restricted.
  - B. DVDs and periodicals may be borrowed for one week with one week renewal.
    1. Video media is inspected for defects regularly and cleaning or resurfacing of discs is attempted as needed. However, the library cannot be held responsible for any damage to a patron's home video equipment.
    2. Patrons are responsible for replacement or reimbursement of any video/DVD damaged during use.
  - C. Interlibrary loan items are due the date indicated by the lending library.
  - D. The Director may establish the loan period for a special collection—materials which are temporarily in great demand for student projects or by the public-at-large, or materials added to the collection which are in a new format, e.g. computer software. The size of the collection and patron demand will be the primary criteria for establishing a shorter loan and, this shall be left up to the discretion of the Library Director.
  
4. Overdue Material
  - A. Public library services are based on the principle that library patrons assume certain responsibilities to cooperate in providing a community resource. One of these responsibilities is to return borrowed materials promptly so that the materials will be available to others. To facilitate the timely return of materials, the Library Board has established loan periods based upon a judgment of a reasonable time period needed by the average patron for the material.
  - B. To encourage the prompt return of material, the Library Board has established a fine as a penalty and as a reminder to those patrons who fail to return materials by the due date. When materials are not returned promptly, this penalizes other patrons who may wish to have access to these materials within a reasonable time and causes the library to incur additional expenses.
  - C. Fine Schedule:
    1. Library materials that circulate and are not returned by the due date become overdue and are then subject to a fine of .10 (ten cents) per day, per item—to a maximum of the replacement cost of the item.
    2. Overdue materials must be returned to the circulation desk and fines paid at that time. Materials with fine that are left in the book drop will be payable at the patron's next library visit.
    3. Any person having unpaid fines in excess of \$10.00 shall be considered a delinquent patron and shall forfeit library privileges until materials are returned and fines are paid. If the fine cannot be paid when the overdue materials are returned, the patron shall be limited in the number of items borrowed, at the discretion of the library staff on that visit and must pay the fines on the next visit to the library.
  - D. Notices:
    1. After library materials become more than 4 (four) days overdue, written notification will be sent to the borrower. Such notification will include a description of the overdue material, the check-out date, the due date, and the replacement cost of the material.

2. Patrons who have materials extremely overdue (i.e. more than 6 months) may have their name and a list of delinquent items turned over to the Prosecuting Attorney for further action.
5. Lost and Damaged Materials:
    - A. Any patron who borrows materials from the Ontonagon Township Library is responsible for returning them in a timely manner and in good condition.
    - B. If library materials are damaged so as to be judged by the library as a being unsuitable for the collection, the patron must pay the entire cost of the item, plus a \$2.00 handling fee.
    - C. When a patron reports the borrowed material lost or fails to return it, the patron will make restitution to the library by paying the cost of the item, plus a \$2.00 handling fee. If an item has to be replaced, a full charge will be assessed as determined in Baker & Taylor, Amazon, or a like source.
    - D. When a patron has received an overdue notice and is claiming that he/she has returned the material, the patron must come to the library to fill out the Claims Returned Form (CRF). This form must be filled out completely and returned to a member of the staff. The library will accept the first Claims Returned Form. Only one CRF will be permitted per family.
      1. Any further lost materials will result in revoked privileges until replacement of the items (or items), or until payment has been made.
  6. Confidentiality:
    - A. The Ontonagon Township Library will conform to all standards regarding privacy and confidentiality of library records as set by the State of Michigan and the Federal Government.
    - B. All records, formal and informal, in the Ontonagon Township Library relating to patron registration and the subsequent circulation by patrons of materials provided by the Library are considered to be confidential in nature.
    - C. In order to prevent an unreasonable invasion of person privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.
    - D. By default, no record of items circulated by patron is generated or retained by the Library or the cooperative's circulation system. This can be turned on, only at patron request, if they would like the system to keep a list of previous checkouts.
    - E. Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director. The Library Board shall be notified by the Director and legal counsel sought, if necessary, to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process, order, or subpoena fails to comply with the requirements of the Library Privacy Act, or is in violation of the Freedom of Information Act, the library shall deny the request in writing, within 5 (five) days, stating the reasons for denial.
    - F. Any problems or conditions relating to the privacy of a patron through the records of the Ontonagon Township Library shall be referred to the Library Director, who shall study and consult with the Library Board and/or legal counsel and then issue a written decision as to the request for information.

## **VIII. Public Relations Policy**

1. To ensure that the public receives consistent and accurate information about library policies, procedures, programs and services, and to ensure that the best possible image of the library is presented to the public, the following public relations policy has been developed.
2. Media Contact:
  - A. The Director and/or the Board Trustees will arrange contacts with the media for the library.
  - B. Contacts made by the media with the library will be directed to the Director or the Board Trustees.
  - C. Library staff will not submit letters to the editor designed to officially speak for the library without prior approval from either the Director or the Board Trustees.
3. Promotional Library Materials:
  - A. Library information materials and promotional materials designed to be disseminated to the public will meet a high standard of quality. The Director will be responsible to see that such promotional and informational materials produced by or for the library meet those standards.
4. Emergency Situations
  - A. In an emergency situation, the Library Director will make official statements to the public and media.
  - B. If it is necessary for library staff to provide the public with information related to library business or policy, the Library Board President will inform staff what is to be said.
    1. The Director will make this decision in the President's absence.
  - C. In the event that the library has to be closed due to weather or an emergency situation, the Library Director will contact designated media services.

## **IX. Equipment Use Policy**

1. Microcomputers in various forms (desktop PC, laptop PC, iPad) are available to patrons for in-library use on a first-come, first-served basis.
  - A. There is no charge for use of the microcomputer
  - B. In order to make the service available to as many patrons as possible, a time limit for usage will be imposed during times of high use. The time limit, when imposed by Library Staff, is 30 minutes. If no one is waiting to use the computer, that time limit may be extended.
  - C. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of specific applications or websites. Library Staff cannot offer assistance in any task that would make them liable for a patron's personal information.
  
2. The library will provide printing, copying, fax, and "office" services to the community, including, but not limited to:
  - A. Printing and copying in both in both monochrome ("black & white") and color.
  - B. Sending and receipt of faxes.
  - C. Scanning and digitization of photographs and documents.
  
3. Rates for the services in section 2, as well as any other fee-based services, and prices for any consumer goods the library might sell (blank CDs, flash drives, etc.) will be set by the library board and posted publicly near the copy machine. Rates shall remain in effect so long as they are posted.
  - A. Recommended rates will be calculated by the director and submitted for board approval.
  - B. Rates should be recalculated every few years to account for new equipment purchases and external economic factors.
  - C. The director's recommended rates should aim to cover the actual cost of services (including equipment, supplies, and staff time) while still offering the public the best possible value.
  
4. A digital microfilm reader is available for the public. Reservations may be made in advance.
  - A. Microfilm printouts are charged at the same rate as any other copies.



## **X. Technology and Internet Policy**

1. Public access to the Internet is available to all users of the Ontonagon Township Library on selected computers in the library. The Library makes the Internet available to the public as an information and educational resource in support of our role as the community's information and lifelong learning center.
2. Consistent with our mission and the professional principles of public librarianship, this Internet Use policy affirms the safeguarding of first Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as delineated in the American Library Association's Library Bill of Rights in Cyberspace:
  - A. Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
  - B. Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation.
  - C. Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.
3. Content
  - A. The Internet offers global access to information. However, not all sources on the Internet provide information that is accurate, complete or legal. The Ontonagon Township Library is unable to monitor or control the content of Internet information, which changes rapidly and unpredictably. Therefore, the Ontonagon Township Library enforces a policy of Internet safety that includes the operation of a technology protection measure on each of its computers with Internet access that protects against access to visual depictions referenced in the Children's Internet Protection Act (hereinafter referred to as CIPA). Filtering will be disabled for adults who request this for demonstrably valid research purposes.
  - B. By installation of a filter on the children's terminal and diligently monitoring said terminal, the library will make available, to individuals of any age, one reserved computer that restricts access to objectionable material. Specifically, material that is harmful to minors; to prevent access by minors of inappropriate matter on the Internet and the Web; to ensure the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; and to prevent unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
  - C. Users are cautioned that ideas, points of view and images can be found on the Internet that are controversial, divergent and/or inflammatory. The availability of information via the Library's services does not constitute an endorsement of that information by the Ontonagon Township Library.
  - D. Since the library computers on which the public can access the Internet are located in public areas that are shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing

potentially controversial information and images. The Library reserves the right to ask individuals on unrestricted terminals to discontinue the display of information that causes a disruption, or to switch to a mobile device that can be viewed in a more private location.

#### 4. Eligibility Requirements

- A. An individual must sign the Internet Use Agreement and if the person is under 18 years of age, a Parent or Guardian must sign the Juvenile Internet Permission Form.

#### 5. Child Safety On The Internet

- A. A parent or guardian who wants their child who is under 18 years of age to have access to the Internet must read and sign a Juvenile Internet Permission Form in person at the Library. This form will be attached to the child's record. Internet access will be denied to all children under 18 years of age who do not have a Juvenile Internet Permission Form on file. Parents or guardians are responsible for the Internet information selected and /or accessed by their children. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries and that as a parent or legal guardian, it is their responsibility to determine and monitor their children's use of Internet resources.
- B. The Ontonagon Township Library shall not disclose, use, or disseminate personal identification information regarding minors.
- C. In compliance with CIPA, the Ontonagon Township Library has filtered all computers with Internet access.

#### 6. Internet User Responsibilities

- A. All users of the Internet are expected to use this library resource in a responsible and courteous manner, consistent with the purpose of which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library.
- B. Responsible, courteous use of the Internet includes:
  - 1. Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner that respects the rights of others and refrains from activity that prevents others from using it.
  - 2. Using the Library's Internet resources for legitimate educational, informational, and recreational purposes.
  - 3. Refraining from solely using the Library's Internet resources to conduct a business or commercial enterprise, or to engage in commercial activity such as the distribution of advertising. (E.g., using the library to check your business e-mail is acceptable use; using the library to run a spam e-mail bot is not.)
  - 4. Refraining from illegal or unethical use of the Internet, including "hacking".
  - 5. Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software, media, or data residing on the Internet.
  - 6. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data

- belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- 7. Refraining from damaging or altering the setup of the equipment and software (such as security devices) used to access the Internet at the Library.
- 8. Refraining from deliberately altering or damaging software or data residing on the Library computers, or on the Internet.
- 9. Refraining from the deliberate propagation of computer worms and viruses.
- 10. Refraining from the transmission of threatening, harassing or abusive language and images.
- 11. Refraining from installing or downloading any software onto library computers without staff permission.
- C. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transmissions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

## 7. Rules of Use

- A. A patron has the privilege of using Library computers and the Library's Internet access as long as their use is within the limits of these rules, other Library policies, rules, and applicable local, state, and federal laws.
- B. Demonstrated intent to violate these rules will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions, which if successful or if carried out as intended, would result in a policy violation.
- C. You (and your parents/guardians if you are under 18 years of age) will be informed whenever you are found in violation of these rules.
- D. All patrons who wish to use the Library's computers for any reason must agree to this Ontonagon Township Library Technology and Internet Policy, and the Equipment Use Policy (section IX.)
- E. Patrons must register at the desk before using a computer.
  - 1. Registration is only used to maintain an accurate count of computer use. Patron computer use is not tracked by the Library, and all computers are wiped of data upon daily reboot.
- F. A 30-minute time limit may be imposed based on current demand.
- G. Advance reservations for computer use are accepted.
  - 1. Reservations will be taken by staff in-person or over the phone. Requests sent through e-mail or any other means (social media, etc.) cannot be guaranteed.
  - 2. Advance registrations will be held for ten minutes past the time requested. After the hold expires the computer will be released to other patrons.
- H. Patrons may use only the computer terminal assigned to them, and only the person who has signed up to use the computer may do so
- I. Since the library computers on which the public can access the Internet are located in public areas that are shared by library users of all ages, backgrounds and sensibilities, individuals are asked to consider this when accessing potentially controversial information and images. The Library reserves the right to ask individuals to discontinue the display of information and/or images that may cause a disruption in a public facility, or to ask them to switch to a mobile device that can be viewed from a more private location.

- J. The Library's computers and Internet resources are intended for the private use of authorized and registered users. Any use of the Library's computers and Internet resources for commercial, for profit, or other unauthorized activities (i.e. advertisements, political lobbying, software distribution) in any form, are expressly prohibited.
  - K. Patrons using data ports must use designated ports and may not disconnect library equipment. USB equipment other than basic storage devices must be approved by Library Staff. USB data ports are available on all patron computers.
8. Staff Assistance
- A. Staff will assist library users in getting started on the Internet. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Staff is not obligated to offer extensive explanations about the Internet or personal computer use, or provide in-depth training on specific technologies.
  - B. Time permitting, staff will try to answer questions about the Internet and offer suggestions for effective searching, etc. Staff can also provide information about Internet training opportunities and Internet books and manuals.
  - C. Staff cannot directly assist with any task that would make the Library or employee liable for a patron's private information.
9. Fees
- A. The Library may have blank CDs and/or DVDs for sale. Rates will be set per Section IX-3 (Equipment Use Policy). (Note that not all public PCs have optical disc drives.)
  - B. The Library does not typically stock USB storage devices for sale, but they can be ordered by Library Staff upon request.
  - C. Patrons will be able to print documents from the public computers. All copies must be paid for with the exception of those that are bad due to equipment failure. Patrons pay printing fees at the circulation desk at the end of their session.
    - 1. The printing fees are set per Section IX-3 (Equipment Use Policy).
10. Other Use Limitations
- A. The public computers may be pre-empted for staff use or special programs. In addition, computers may not be available during periods of hazardous weather (i.e. lightning, thunderstorms, dangerous winds).
  - B. Immediately report to a staff member anything that has been misused, broken or is missing. Do not try to fix anything yourself.
  - C. Leave switches, buttons, icons, and other operational settings as they are.
  - D. Follow all Library policies and all laws regarding copyright and intellectual property.
  - E. Do not allow another person to use your identity or online accounts.
  - F. Do not try to access or alter the information that controls the Library's computers, the Library's network, or any other network.
  - G. Do not install or download any software onto a computer or network without express approval from Library Staff.

- H. Do not make, use, show or cause to be displayed on the computer screen any obscene, profane, lewd, harassing, vulgar, inflammatory, threatening, degrading, or dangerous words, phrases, messages, files, or images.
  - I. Do not use any program or enter any information that slows, disables, stops, or harms another program, a computer, or the network.
  - J. Do not use the Library's computers to make copies of any copyright-protected software, video, or sound recordings.
  - K. Patrons are financially responsible for any damage to Library hardware or software resulting from noncompliance with these policies, or any other misuse of Library technology resources not explicitly listed here.
11. Disciplinary Procedure
- A. Library staff will determine if a patron has violated the Ontonagon Township Library's Computer and Internet Use Policy. Violations of these policies and regulations governing the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.
    - 1. First violation will be a verbal warning that the user's activity does not comply with the Library's Internet Use Policy and could result in a suspension of Internet privileges. The computer user will be shown and asked to again read the Computer and Internet Use Policy.
    - 2. Second violation will result in a written warning and the computer user will lose all computer privileges for one month.
    - 3. Third violation will result in the suspension of all computer privileges for one year. The Board will then review the suspension and make any decisions on reinstating said computer privileges.
  - B. All violations by minors will be reported to the parent or guardian who was responsible for signing the Juvenile Internet Permission Form.
12. Purpose of Internet Policy
- A. It is the Ontonagon Township Library's intention to provide Internet access to the public and to comply with all State and Federal laws governing Internet usage in public libraries, including Public Act 212 and the Children's Internet Protection Act (CIPA).
  - B. The Ontonagon Township Library Board reserves the right to modify the acceptable Computer and Internet use policy for efficiency and compliance with any laws, including Public Act 212. The Board also reserves the right for a yearly periodic review or more often as needed as new information and guidelines occur.

## **XI. Freedom of Information Act**

1. The Ontonagon Township Library, to maintain full compliance with the Freedom of Information Act, will establish and maintain specific guidelines for the handling of FOIA requests as part of their library policy, and will comply with all applicable laws and policies as established by the United States federal government, the State of Michigan, and the Township of Ontonagon.
2. The library director will serve as Freedom of Information Act contact for the Ontonagon Township Library.
3. Submitting FOIA Requests
  - A. All FOIA requests should be submitted in writing, either in-person or through mail to the following address:  
LIBRARY DIRECTOR  
311 N. STEEL ST.  
ONTONAGON, MI 49953
  - B. All requests must include the following:
    1. The requestor's name and address, and the date of the request, at the top of the first page.
    2. A clear description of the information or documents being requested.
    3. The preferred means and medium of dissemination
      - a. Example: Summary of findings, or copies of source documents? Delivery via mail or e-mail? Paper copies or digitized files? Through e-mail or CD-R?
    4. Explicit indication as to whether or not there is any commercial purpose in your request.
  - C. Requests made via e-mail, fax, or other electronic means will be considered unofficial, and may or may not be honored.
  - D. The library's FOIA contact will make a reasonable effort to reply to incomplete requests when they are seen, either with the requested information, or with a copy of the FOIA policy.
  - E. Response to FOIA Requests
    1. The library's FOIA contact will respond to requests with a confirmation of receipt within five (5) business days.
    2. If you have not received confirmation of receipt within five (5) business days, please follow up via phone (906-884-4411) or e-mail (ontlibrary@ontonagonlibrary.org), or resubmit your request.
    3. If the request cannot be granted, the library's FOIA contact will respond with the reasoning behind the decision.
    4. The library's FOIA contact will work on fulfilling FOIA requests during office hours on Thursdays, when the library is closed to the public. Other time may be used at the discretion of library staff, as workload allows.
    5. Fulfillment time is dependent on the size and complexity of requests, and the current workload of library staff.
    6. Please wait at least thirty (30) days from confirmation of receipt before requesting an update on the status of your request.
  - F. Fees

1. Requestors will be billed at a rate of \$8.00 per hour for work involving the fulfillment of granted requests.
2. Time will be billed in fifteen (15) minute increments.
3. An invoice will be provided with the fulfilled request, and will itemize billed time into the following categories:
  - a. Searching, locating, and examining records.
  - b. Separating exempt and non-exempt information, and editing/deleting as necessary.
  - c. Copying and/or digitizing of records.
4. Paper requests will be billed at 10 cents per black and white page.
5. Digitized requests will be billed at \$1.00 per CD-R.
6. Shipping will be billed to the requestor at actual cost.
  - a. The cheapest possible shipping method will be used unless the requestor specifies other methods.
7. Large or complex requests which are expected to take more than six (6) hours to fulfill will require a deposit of \$25.00 before work can begin.
8. Fees for small requests may be waived at Library Director's discretion.

## **XII. Revision of Library Policies**

1. The preceding statements of the Ontonagon Township Library's policies shall be subject to review and needed revision at least every five years by the library board. Individual policies will be reviewed or added as needed.