

Benzie Shores District Library Mission Statement:

“Our mission is to provide educational, informational, intellectual and recreational library resources to our communities and visitors.”

Approved at a regular monthly meeting of the Library Board.
May 14, 2009

“The mission of the Benzie Shores District Library is to be responsive to our population’s need for equal access to cultural, intellectual, recreational, informational, and educational resources.”

Approved at a regular monthly meeting of the Library Board.
June 20, 2007

POLICY ADDITIONS/CHANGES

April, 2008

STAFF AND VOLUNTEER RECOGNITION

The library recognizes all staff and volunteers at the annual staff and volunteer meeting in June, through the Friends of the Library, and, annually, at the July Reflections by the Bay program.

TRUSTEE DEVELOPMENT

The library board will plan and provide funding for an annual board development workshop, such as the Strategic Planning Workshop.

Library trustees will participate in at least one continuing education opportunity every three years. Such opportunities include, but are not limited to, the BSDL annual board development workshop, Library of Michigan's workshops, the Michigan Library Association's conference and or workshops, and the Mid-Michigan Library League's programs.

Add to the Gift Policy:

GIFT POLICY

Endowment contributions are channeled through the Grand Traverse Regional Community Foundation and are recognized by the Foundation and the Board.

Unless otherwise stipulated, all other contributions are directed to the Friends of the Benzie Shores District Library. The Friends have a recognition policy and standards for acknowledgment in place.

Any assets received as gifts will be sold as quickly as feasible unless they are assets BSDL may plan to own for the long term. Proceeds from the sale are used at the discretion of the BSDL Board.

Add to Technology Plan

The Technology Plan will be reviewed every three years.

Policies Adopted at the Regular Monthly Benzie Shores District Library Board Meeting, April 16, 2008.

ENDOWMENT POLICY
September 17, 2008

Portions of the spendable reserve of the Holtrey Endowment Fund at the Grand Traverse Regional Community Foundation may be used for major capital improvements from time to time, but expenditures for recurring expenses in any fiscal year, shall not exceed an amount equal to 4.5% of the assets of the Holtrey Endowment at the end of the previous year. Total expenditures may not exceed the spendable reserve.

The spending policy for determining the spendable reserve is based on 5% of the assets of the Holtrey Endowment based on a moving average of 12 quarters.
Cathy Carter

CATIALIZATION POLICY

All capital assets will be capitalized at a unit cost of \$1,000 or greater. Capital assets may be acquired through donation, purchase, or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction. It is the goal of the library board to keep a current inventory of all library assets including items valued at under \$1,000.

Individual books will not be capitalized.

Disposition of Assets: When capital assets are sold or otherwise disposed of, the inventory should be relieved of the cost of the asset and the association accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Useful Life Policy: The useful life of each asset will be determined by the Library Director.

Adopted by the Benzie Shores District Library Board
September 15, 2004

INTERLIBRARY LOAN

The Benzie Shores District Library participates in the MeL Statewide Delivery System. It is our preference for interlibrary loan delivery to be via MeL Delivery.

Adopted by the Benzie Shores District Library Board
September 15, 2004

APPROPRIATION OF FUNDS

The Library Board will appropriate funds in support of the Library's annual budget in compliance with laws and ordinances.

Adopted by the Benzie Shores District Library
September 15, 2004

INTERLIBRARY LOAN POLICY

At the regular monthly meeting of the Benzie Shores District Library, March 10, 2004, the library board rescinded the policy of charging for interlibrary loans. There will be no charge for interlibrary loan materials unless the lending library has a charge. The patron will be notified prior to order if the lending library has a charge.

March 12, 2004

Cathy Carter

INTERLIBRARY LOAN POLICY

To protect our library's privilege of obtaining books for patrons through the cooperative interlibrary loan program, the due dates on those books must be honored.

A patron's abuse of the borrowing term is cause for possible termination of interlibrary loan borrowing privileges.

Adopted by the Benzie Shores District Library Board
April 25, 2006

JOB DESCRIPTION/LIBRARY ASSISTANT

TITLE: Library Assistant

ACCOUNTABLE TO: Library Director

SUMMARY OF WORK:

- Staffs circulation desk
- Answers reference questions
- Provides readers' advisory
- Assists library patrons with computer and Internet questions
- Assists with technology upkeep
- Assists with processing materials
- Assists with library projects

ABILITIES

- Ability to work with the public
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Ability and willingness to attend library training and workshops
- Ability to use organizational skills
- Ability to learn and use new computer and technology skills
- Ability to shelve and shift books

KNOWLEDGE

- Knowledge of library practices, procedures, techniques
- Knowledge of every phase of the public library field
- Knowledge of and adherence to standards of accuracy, timeliness, tact, and confidentiality
- Knowledge of books, readers' advisory and reference work
- Knowledge of technology, databases, and technical services

EDUCATION

- Bachelor's Degree
- Continuing Education requirements determined by the Library of Michigan

EVALUATION

- The library director will give an annual summary of work to the Library Board in May
- All library employees are at-will employees

JOB DESCRIPTION/CHILDREN'S LIBRARIAN

TITLE: Children's Librarian

ACCOUNTABLE TO: Library Director

SUMMARY OF WORK:

- Provides children's services, including but not limited to selection of children's materials and children's programming
- Processes library materials
- Creates graphic art/flyers
- Staffs circulation desk
- Answers reference questions
- Provides readers' advisory
- Assists library patrons with computer and Internet questions

ABILITIES

- Ability to work with the public
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Ability and willingness to attend library training and workshops
- Ability to use creativity and imagination
- Ability to establish rapport with children
- Ability to shelve and shift books

KNOWLEDGE

- Knowledge of library practices, procedures, techniques
- Knowledge of children's literature, children's programming, and adult services
- Knowledge of every phase of the public library field
- Knowledge of and adherence to standards of accuracy, timeliness, tact, and confidentiality
- Knowledge of books, readers' advisory and reference work
- Knowledge of technology, databases, and technical services

EDUCATION

- Bachelor's Degree or Beginning Library Workshop
- Continuing Education requirements determined by the Library of Michigan

EVALUATION

- The library director will give an annual summary of work to the Library Board in May.

BOARD APPROVAL: DEC. 21, 2005

JOB DESCRIPTION/TECHNICAL SERVICES LIBRARIAN

TITLE: Technical Services Librarian (Assistant Director)

ACCOUNTABLE TO: Library Director

SUMMARY OF WORK:

- Is responsible for all technology (including upkeep of all library hardware and software)
- Is responsible for Interlibrary Loan
- Catalogs and processes materials as needed
- Maintains statistics and circulation system
- Assumes library director's responsibilities when the director is absent
- Staffs circulation desk
- Answers reference questions
- Provides readers' advisory
- Assists library patrons with computer and Internet questions

ABILITIES

- Ability to work with the public
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Ability and willingness to attend library training and workshops
- Ability to use organizational skills
- Ability to learn and use new computer and technology skills
- Ability to edit written materials
- Ability to oversee all aspects of technology
- Ability to shelve and shift books

KNOWLEDGE

- Knowledge of library practices, procedures, techniques
- Knowledge of books, readers' advisory, and reference work
- Knowledge of every phase of the public library field
- Knowledge of and adherence to standards of accuracy, timeliness, tact, and confidentiality
- Knowledge of technology, databases, and technical services
- Knowledge of library cataloging and technical services

EDUCATION

- Bachelor's Degree or Beginning Library Workshop
- Continuing Education requirements determined by the Library of Michigan

EVALUATION

- The library director will give an annual summary of work to the Library Board in May

BOARD APPROVAL: DEC. 21, 2005

JOB DESCRIPTION/LIBRARY DIRECTOR

TITLE: Library Director

ACCOUNTABLE TO: Library Board

SUMMARY OF WORK:

- Manages the library; plans, organizes, directs, and promotes the District Library
- Is responsible for all aspects of the library organization, which includes but is not limited to budget, staff, public relations, library service, technology, collections development, reference, readers' advisory, circulation desk
- Provides monthly reports and financial statements to the Library Board.

ABILITIES

- Ability to work with the public
- Ability to be self-motivated and work unsupervised
- Ability to be adaptable and flexible
- Ability and willingness to attend library training and workshops
- Ability to produce written reports
- Ability to manage a public library
- Ability to work with the Friends of the Library
- Ability to oversee all aspects of the library and library services
- Ability to work with other organizations
- Ability to establish goals
- Ability to shelve and shift books

KNOWLEDGE

- Knowledge of library practices, procedures, techniques, budgeting, and finances
- Knowledge of books, readers' advisory, and reference work
- Knowledge of personnel issues and policy issues
- Knowledge of the greater library community and library laws
- Knowledge of and adherence to standards of accuracy, timeliness, tact, and confidentiality
- Knowledge of technology, including databases
- Knowledge of every phase of the library field

EDUCATION

- Master's Degree in Library Science from an ALA accredited institution
- 5 years of professional experience

EVALUATION

- The library director will give an annual summary of work to the Library Board in May

BOARD APPROVAL: DEC. 21, 2005

Benzie Shores District Library—Personnel Policies and Procedures 11/30/05
Approved Dec. 21, 2005, Regular Library Board Meeting

I. Mission Statement

“The mission of the Benzie Shores District Library is to provide educational, informational, intellectual and recreational library resources to our communities and visitors.”

II. Definitions

A. Board. “Board” means the Library Board of Trustees for the Benzie Shores District Library

B. Cardholder. “Cardholder” means any person who has a Benzie Shores District Library Card.

C. Contract Service Area. “Contract Service Area” means any municipality that has a signed library services agreement with the District Library.

D. Director. “Director” means the Benzie Shores District Library Director.

E. Employee. “Employee” means any person who is on the Library’s payroll.

F. Friends. “Friends” means the Friends of the Benzie Shores District Library.

G. Library. “Library” means the Benzie Shores District Library.

H. Library Card. “Library Card” means a card issued by the Library that allows the holder to remove material from the library.

I. Library District. “Library District” means the City of Frankfort, the Township of Blaine, Crystal Lake Township and any other municipality that signs a District Library Agreement with the Library District and votes to join the District.

J. Library Premises. “Library Premises” means the Library building and surrounding grounds.

K. Patron. “Patron” means any person who uses the Library’s resources.

L. Staff. “Staff” means all employees, volunteers, and interns.

III. Term of Employment

Unless otherwise provided in a written employment contract, the term of employment for all employees is an indefinite period of time.

IV. At-Will Employment

Unless otherwise provided in a written employment contract signed by the Director and President, the employment relationship between the Library and all employees is at-will. The Library or an employee may terminate the employment relationship at any time, with or without cause, and with or without notice.

V. Employees and Volunteers

A. **Salaried Employees.** Salaried employees are full-time employees who are paid an annual salary and are considered exempt from state and federal overtime

regulations. Full-time employees work 37.5 hours or more per week and are under contract with the contract cycle the same as the fiscal year, July 1- June 30.

B. Hourly-Rate Employees. Hourly-rate employees are part-time employees and are paid an hourly wage. Hourly-rate employees must submit a record of their work hours every week to the Director. Part-time employees work less than 37.5 hours per week. Lunch breaks are not paid.

C. Volunteers and Student Interns. Volunteers and student interns are not employees. They are unpaid and shall not work more than 37.5 hours per week.

D. Staff and Volunteer Recognition. The library recognizes all staff and volunteers at the annual staff and volunteer meeting in June, through the Friends of the Library, and annually at the July Reflections by the Bay program.

VI. Equal Opportunity Employment

The Library is an equal opportunity employer. The Library hires the job applicants it believes to be the best qualified. The Staff and Board members shall sustain and adhere to the principles of equal opportunity, in compliance with all pertinent federal, state, and local rules, regulations, and laws governing fair employment. Employment selection and all other employment decisions are made without regard to race, color, creed, religion, national origin, sex disability or handicap, age height, weight, veteran status, marital status, or any other reason prohibited by law.

Anyone who feels discriminated against shall immediately report the matter to the Director. All such complaints will be kept confidential to the maximum extent practical. Any staff member found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

VII. Discriminatory Harassment

It is the policy of the Library to provide and maintain a work environment that is free of harassment and discrimination based upon race, color, creed, religion, national origin, sex (see sexual harassment policy), disability or handicap, age, height, weight, veteran status, marital status, or any other protected classification. Harassment is any unwelcome or unsolicited verbal, physical or sexual conduct that unreasonable interferes with an employee's job performance or creates a hostile, offensive, or abusive working environment. Examples of harassment include, but are not limited to, disparaging remarks about a person's race, color, creed, religion, national origin, sex, disability or handicap, age, height, weight, or other protected characteristic; unwelcome or unsolicited touching or threats of physical harm; and the use of degrading words, nicknames, pictures, stories, or jokes. All Staff members, as well as all other persons or entities affiliated or connected with the Library, are prohibited from engaging in any behavior that constitutes such harassment.

Anyone who believes that he or she is a victim of harassment shall immediately report the matter to the Director. Anyone who chooses not to report the matter to the Director or is not satisfied with the Director's response shall report the matter to

the Library Board President. The Library will promptly investigate all allegations of harassment in as confidential a manner as practical. The Library prohibits retaliation against any person who brings a complaint of discriminatory harassment or who takes part in investigating such a complaint.

Any Staff member or board member found to be engaging in discriminatory harassment will be subject to disciplinary action, up to and including termination of employment, removal from office or removal from the Board.

VIII. Sexual Harassment

Sexual harassment is unlawful. Any form of sexual harassment is unacceptable and such conduct will not be tolerated. "Sexual harassment" means unwelcome sexual conduct. It may include one or more of the following: sexual advances or propositions; requests for sexual favor; verbal abuse of a sexual nature, including sexually explicit or degrading references to another person, or similar language; unnecessary touching; the display of sexually suggestive objects or pictures; sexually explicit or offensive jokes; or physical contact.

The Staff and Board members shall not engage in unwelcome sexual conduct. The Staff and Board members shall not threaten or insinuate, either explicitly or implicitly, that another staff member or job applicant's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment or career development. The Staff or Board members shall not, by unwelcome sexual conduct, create a hostile work environment for another Staff member or Board member. Anyone who believes that he or she is a victim of sexual harassment, including but not limited to any of the conduct listed above, shall immediately report the matter to the Director. Anyone who chooses not to report the matter to the Director or is not satisfied with the Director's response shall report the matter to the Library Board President. Any questions about this policy of potential sexual harassment should be brought to the attention of the Director and the Board.

The Library will promptly investigate all allegations of harassment in as confidential a manner as practical. The Library prohibits retaliation against any person who brings a complaint of sexual harassment or who takes part in investigating such a complaint. Any Staff member or Board member whom the Library believes to be involved in sexual harassment in violation of this policy will be subject to appropriate sanctions, up to and including termination of employment, removal from office or removal from the Board.

IX. Ethics, Standards and Practices Expected of All Staff and Board Members

A. The Library depends upon the trust of its Patrons to fulfill its mission. The Patrons have a right to expect that in fulfilling its mission the Library and its Staff and Board members will perform their duties honestly, efficiently and economically. In order to earn and maintain the trust, it is the declared policy of

the Library that all Staff members and Board members shall avoid conflicts between their private interests and those of the Library's Patrons. It is the Library's intention that all Staff members and Board members avoid any action, whether or not expressly prohibited by this provision, that may result in or create the appearance of

1. Using their affiliation with the Library for personal gain;
2. Impeding the Library's efficiency or economy;
3. Compromising independence or impartiality of action;
4. Making a decision on behalf of the Library unless properly authorized, or;
5. Giving or accepting preferential treatment.

B. In order to insure the integrity and impartiality of all Staff and Board members, the following guidelines are hereby established:

1. **Gratuities.** Staff and Board members shall not solicit, accept, or receive, directly or indirectly, any gift or promise of a gift, in any form including money, service, loan, travel, entertainment, or hospitality, under circumstances from which it may be reasonably inferred that the gift or promise of a gift, is intended to influence them in the performance of their official duties, or is intended as a reward for any official action on their part.

2. **Preferential Treatment.** Staff and Board members shall not use, or attempt to use, their official positions to secure, request, or grant any privileges, exemptions, advantages, contracts, or preferential treatment for themselves or others.

3. **Use of Information.** Staff and Board members who acquire information in the course of their official duties, which information by law or policy is not available at the time to non-staff members or non-Board members, shall not use such information to further their personal economic interest or that of anyone else.

4. **Full Disclosure.** Staff and Board members shall not participate, as an agent or representative of the Library, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which they have a direct or indirect financial interest without disclosing in advance, for the official record, the full nature and extent of their interest.

5. **Outside Business Dealings.** Staff and Board members shall not engage in or accept employment, or render services for a private or public interest, when that employment or service is incompatible or in conflict with the discharge of their official duties, or when that employment may tend to impair their independence of judgment or action, in the performance of their official duties.

6. **Suppression of Public Information.** Staff and Board members shall not suppress any Library report, document, or other information which should be available to Patrons.

7. **Use of the Library Property.** Staff and Board members shall not, directly or indirectly, make use of or permit others to make use of the Library property of any kind for purely personal gain. Staff and Board members, shall protect and conserve all Library property, including equipment and supplies, entrusted or issued to them.

8. Violation and Enforcement. All matters concerning this provision shall be directed to the following authorities, depending upon the Staff or Board member involved, or group concerned, and the nature of the action:

- a. Matters concerning Staff members shall be directed to the Director.
- b. Matters concerning the Director of Board members shall be directed to the Board President; and
- c. Matters concerning the Board officers shall be directed to the Board.

X. Supervision and Reporting Responsibilities

- A. Director. The Director is responsible to and supervised by the board.
- B. All other employees. All other employees are responsible to and supervised by the Director.
- C. Interns and Volunteers. All interns and volunteers are responsible to and supervised by the Director.

XI. Employee Records and Access

The following personal information needs to be included in each employee's personnel file: name, address, telephone number, social security number and date of hire. The employee records may be accessed by the Director and Library Board President.

XII. Overtime and Compensatory Time

All employees are expected to complete the responsibilities of their positions within scheduled work hours. Unauthorized overtime work is not permitted. If additional time is needed, employees must consult with and receive authorization from their supervisor prior to working overtime.

Employees covered under the provisions of the Fair Labor Standards Act shall receive compensatory time or overtime in the amount of time and a half for each hour of overtime in excess of forty hours per week.

XIII. Hiring Employees, Volunteers, and Interns

The Director, subject to approval by the Board, has authority to hire or retain employees, volunteers, and interns. The Director, subject to approval by the Board, also has authority to promote, demote, and terminate employees, volunteers, and interns.

XIV. Job Descriptions

The library maintains written job descriptions, including the duties of each position and any educational and experience requirements.

XV. Employee Pay Rates and Pay Periods

The Director, subject to approval by the Board, shall have authority to set employee pay rates and award pay increases. Pay checks shall be issued weekly.

- XVI. Evaluation. The library director will submit a written evaluation for each employee including the director himself/herself annually to the library board.
- XVII. Family, Sick, Personal and Vacation Leave. Unless otherwise provided in a written employment contract signed by the Director and President, the Library will provide no paid family, sick, personal, or vacation leave time. Unpaid leavers for hourly employees are scheduled by the Director and must have the Director's approval.
- XVIII. Employee Benefits. Unless otherwise provided in a written employment contract signed by the Director and the Library Board President, the Library will provide no health care insurance, no life insurance and no retirement benefits.
- XIX. Continuing Education. If an employee wishes to attend a training or continuing education event during normal working hours with pay, they must have the Director's prior approval. The Director has discretion in deciding whether to grant or deny an employee's request. The Director's continuing education is covered in the written employment contract signed by the Director and President of the Library Board.
- XX. Reimbursement for Mileage
All Staff and Board members required to use their private vehicles in the performance of their duties shall be paid for actual trip mileage in accordance with the Internal Revenue Services approved rate per mile. Employees' mileage to and from work will not be reimbursed. Requests for mileage reimbursement must be submitted in writing to the Director and must specify the destination, purpose of the trip and actual mileage traveled. Car pooling should be practiced whenever possible. Requests for reimbursement for parking expenses shall be submitted in writing to the Director and shall include a receipt.
- XXI. Dress and Conduct Code
During the performance of their duties, staff members shall dress and behave in a business-like manner at all times.
- XXI. Amendment of Personnel Policies and Procedures.
The Library Board reserves the right to unilaterally amend these personnel policies and will notify Staff members of changes.
- XXII. Effective Date of Personnel Policies and Procedures.
These Personnel Policies and Procedures shall become effective on the date they are approved by the Board and shall supersede all prior Personnel Policies and Procedures. A copy of these and the operating policies will be available to staff. The personnel policies, operating policies and job descriptions are reviewed at least once every two years.

Benzie Shores District Library OPERATING POLICIES

Adopted:

May 14, 2009

I. Mission Statement

“Our mission is to provide educational, informational, intellectual and recreational library resources to our communities and visitors.”

II. Definitions

- A. Board. “Board” means the Library Board of Trustees for the Benzie Shores District Library
- B. Cardholder. “Cardholder” means any person who has a Benzie Shores District Library Card.
- C. Contract Service Area. “Contract Service Area” means any municipality that has a signed library services agreement with the District Library.
- D. Director. “Director” means the Benzie Shores District Library Director.
- E. Employee. “Employee” means any person who is on the Library’s payroll.
- F. Friends. “Friends” means the Friends of the Benzie Shores District Library.
- G. Intern. “Intern” means any person who is a student and renders services to the Library, with or without pay. Interns who receive payment for their services are employees.
- H. Librarian. “Librarian” means any employee who holds the position of Director, Librarian, or Assistant Librarian.
- I. Library. “Library” means the Benzie Shores District Library.
- J. Library Card. “Library Card” means a card issued by the Library that allows the holder to remove material from the library.
- K. Library District. “Library District” means the City of Frankfort, the Township of Blaine, and any other municipality that signs a District Library Agreement with the Library District and votes to join the District.
- L. Library Premises. “Library Premises” means the Library building and surrounding grounds.
- M. Patron. “Patron” means any person who uses the Library’s resources.
- N. Staff. “Staff” means all employees, volunteers, and interns.
- O. Volunteer. “Volunteer” means any person who provides their services to the Library without pay. Volunteers are not employees.

III. Investment Policy: To comply with Act 20 PA1943 as Amended

It is the policy of the Benzie Shores District Library Board to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of the Benzie Shores District Library and comply with all state statutes governing the investment of public funds.

It is the policy of the Benzie Shores District Library Board to place its Endowment Funds under the management of the Grand Traverse Regional Community Foundation.

IV. Capitalization Policy Adopted by the Benzie Shores District Library Board
September 15, 2004

All capital assets will be capitalized at a unit cost of \$1,000 or greater. Capital assets may be acquired through donation, purchase or may be self-constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up plus all costs related to placing the asset into operation. The cost of self-constructed assets will include all costs of construction. It is the goal of the library board to keep a current inventory of all library assets including items valued at under \$1,000. Individual books will not be capitalized.

Disposition of assets: When capital assets are sold or otherwise disposed of, the inventory should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

Useful Life Policy: The useful life of each asset will be determined by the Library Director.

V. Endowment Policy Approved by the Benzie Shores District Library Board
February 20, 2008

It shall be the policy of Benzie Shores District Library to spend an amount equal to 2% of the assets of the Holtrey Endowment each year either from the Holtrey Endowment or from cash when excess cash is available. The 2% will be based on a moving average of the assets in the Holtrey Endowment for the last 12 quarters. Total withdrawals from the Holtrey Endowment will be limited to 4% of assets each year, but no more than an amount equal to 2% will be used for recurring operating expenses; any additional withdrawals must be used for non recurring expenses.

Any assets received as gifts will be sold as quickly as feasible unless they are assets BSDL may plan to own for the long term.

VI. Financial Policy.

VII. Appropriation of Funds Adopted by the Benzie Shores District Library Board
September 15, 2004

The Library Board will appropriate funds in support of the Library's annual budget in compliance with laws and ordinances.

VIII. Trustee Development

The Library Board will plan and provide funding for an annual board development workshop, such as the Strategic Planning workshop. Library trustees will participate in at least one continuing education opportunity every three years. Such opportunities include, but are not limited to, the BSDL annual board development workshop, Library of Michigan's workshops, the Michigan Library Association's conference and or workshops, and the Mid-Michigan Library League's programs.

IX. Disaster and Recovery Plan

The library maintains insurance coverage sufficient to replace the building collection, and furnishings. An inventory is kept in the safe deposit box and a staff member has a backup disc of the library's collections and transactions off site.

X. Equal Access to Materials

The library endorses the Library Bill of Rights which states, "A person's right to use a Library should not be denied or abridged because of origin, age, background or views." The "right to use a Library: includes use of, and access to, all Library materials and services." The Library also endorses the American Library Associations' Free Access to Libraries for Minors: An Interpretation of the Library Bill of Rights Statement. As that document states, "it is the responsibility of the parent or legal guardian to restrict their children from access to Library materials and services. People who would rather their children did not have access to certain material should advise their children."

XI. National Statement Concerning Intellectual Freedom

The Board believes that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the following document as official Library policy:

A. Library Bill of Rights

Libraries are forums for information and ideas, and the following basic policies should guide their services.

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

2. Libraries should provide materials and information presenting all points of view on current and historical issues. Material should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all person and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve and should make sure facilities are available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

XII. Collection Development

This policy is fairly general to allow the Director to exercise his or her knowledge and experience concerning the community and the library materials that will best serve it.

A. Criteria

Each type of material must be considered in terms of its own merit and intended audience. Criteria to be considered in making selections are as follows:

1. Appeal to the interests and needs of individuals in the community.
2. Permanent value as source material or interpretation.
3. Vitality and originality of thought.
4. Contemporary significance.
5. Artistic excellence.
6. Entertaining presentation.
7. Accuracy and Objectivity.
8. Suitability of physical form to library use.
9. Skill, competency and purpose of the author.
10. Relations to other materials and existing areas of coverage in order to maintain a well balanced collection.

B. Reviews

Reviews in professionally recognized periodicals are a primary source for materials selection. Standard bibliographies, booklists by recognized authorities and the advice of competent people in specific subject areas will be used.

C. Requests

All requests from patrons for specific titles or subject requests will be considered.

D. Specialized Materials

Ordinarily, specialized materials of limited community interest will not be purchased. Referral to other library collections and interlibrary loan will be used to supply patrons with these materials.

E. Replacement and Maintenance

The Library keeps its collection vital and useful by retaining or replacing essential material, and removing on a systematic and continuous basis those works which are worn, outdated, of little historical significance or no longer in demand.

F. Statement of Specific Policies in Selected Areas

1. Adult Materials

a. Fiction

The Fiction collection provides books in the English language for the wide range of interests of the general reading public, including classics, titles representing periods of writing and those meeting the popular demand for light reading.

b. Religion

The Library attempts to maintain a well-balanced collection representing all the major religions. The collection encompasses popular studies on new ideas and movements which are taking place in religion today.

c. Health and Medicine

The Library provides standard and popular materials in health, nutrition, hygiene, diseases and medicine that are timely and are primarily of interest to persons outside the medical profession.

d. Law

The Library provides standard and popular materials that deal with the philosophy of law and particular types such as real estate, taxation, marriage and divorce for the lay person.

e. Politics

The Library provides materials on modern American and international politics and governments.

f. Genealogy

The Library provides general reference materials concerning genealogy. The Library will attempt to secure specific genealogical materials by interlibrary loan, upon request.

2. Young Adult Materials

Some of the materials appropriate for teenagers are noted by the letter "Y" before the call numbers. The librarians and suggested reading lists will help teenagers find appropriate material in the library.

3. Children's Materials

The children's are provides materials of interest to children from pre-school through middle school.

4. Non-Book Materials

In general, the same selection policies will apply.

5. Periodicals

The Library provides periodicals on a wide range of subjects.

6. Reference

The Library maintains a collection of reference materials for use in the Library.

G. Request for Withdrawal or Absence of Material

All complaints concerning the presence or absence of any material shall be referred to the Director who will discuss the matter with the concerned Patron. If the Patron wishes, he or she may complete the “Citizen’s Request for Reconsideration of Library Materials” form. The Director shall examine the item in question and advise the patron of the decision, giving the reasons. Materials subject to complaint shall not be removed from use pending final action.

H. Request for the Addition of Materials

Patrons may request that the library purchase any material. The patron may be asked to fill out a “Patron Request Form”.

XIII. Gift Materials

The Library reserves the right to accept or reject all gift materials. The Library may use any accepted gifts as it wishes, at its sole discretion, and may give gifts (not including cash) to other organizations, sell them at the Friends book sale, or otherwise dispose of them as the Library deems appropriate.

XIV. Gift Policy

Endowment contributions are channeled through the Grand Traverse Regional Community foundation and are recognized by the Foundation and the Board. Unless otherwise stipulated all other contributions are directed to the Friends of the Benzie Shores District Library. The Friends have a recognition policy and standards for acknowledgement in place. Any assets received as gifts will be sold as quickly as feasible unless they are assets BSDL may plan to own for the long term. Proceeds from the sale are used at the discretion of the BSDL Board.

XV. Circulation

The general public is welcome to use the Library and materials may be taken out of the Library with a Library Card.

A. Library Card Eligibility

The Library issues Library Cards, at no charge, to all residents and/or property owners of the library district and any municipality that contracts with the Library for library services, upon proof of current residence or real

estate ownership. A person is eligible for a Library Card if he or she meets one of the following requirements:

1. Full or part-time residence within the Library District or contract area. Proof of residence is required.
2. Ownership of real estate within the Library District. Proof of real estate ownership is required.
3. Payment of the out-of-district card fee which is determined, annually, by the Library Board. The out-of-district cards are good for one year and may be used by the purchaser's immediate family (spouse and children). The purchaser must designate his or her family members at the time the card is purchased.
4. Library cards will be issued to minors without the signature of a parent or guardian. Children under 10 will be allowed to check out books when they get a card, but the card will be mailed to the home address.
5. Honorary lifetime cards shall be given to past donors of over \$5,000.00 or at the Library Director's discretion.
6. Stockholders, employees, or members of businesses located within the Library District are not eligible for cards. Persons who live outside the Library District but who rent commercial property are not eligible for Library Cards with the exception of those who pay personal property tax.

NOTE: There is a \$1.00 replacement charge for a lost or damaged Library Card. Proof of current residence and/or real estate ownership is required at the time a replacement card is issued.

B. Loan Periods

1. Standard Loan Periods

The Standard loan period is three (3) weeks and that period may be extended by phone or in person unless there is a reserve on the items. There is no limit on the number of periodicals or books that a cardholder may check out.

The loan period for any material that is on reserve is one (1) week. The loan period for MelCat materials is three (3) weeks from the date the material arrives in the library.

2. Renewal Loan Periods.

The standard loan period may be extended by three (3) weeks if the Cardholder requests the extension. The request may be made in person, by phone, or by email. No reserved materials will be allowed a renewal loan period.

3. Inter-Library Loan Periods

The loan period of Inter-Library loan materials is two weeks. Inter-Library loans are not renewable. The loan period for MelCat

materials is three (3) weeks and it is renewable by the patron through the MelCat system.

4. Non-circulating Materials

Reference materials, the current issues of magazines and newspapers, and certain other specified items do not circulate.

5. Teachers

Teachers who are employed by the Frankfort School District or who live within the district library or contract service area may have a classroom card. The classroom card is issued with the understanding that the materials are for use by students in the classroom only. The teacher is responsible for all lost or damaged materials. Books checked out on teacher cards have a one (1) month loan period.

6. Reference Materials

Reference materials are circulated only at the discretion of the Director.

7. Homebound Patrons

Cardholders who are homebound have a one (1) month loan period.

8. Home Schoolers

Cardholders who are home schooled have a one (1) month loan period if requested.

9. Rotating Collections

Rotating collections, such as those loaned to Michigan Shores, the Maples and POMH Long-term Care have a one (1) month loan period.

XVI. Videos

Videos are not routinely a part of the library collection. However, selected videos are available through Inter-Library Loan to library cardholders. Some Northwestern Michigan College class videos are available to NMC students and do not require a Benzie Shores District Library card.

XVII. Reserves

Any library material may be reserved. There is no limit on the number of reserves a Patron may place, or on the number of reserved items that may be checked out, as long as loan periods are observed. Phone and Internet reserves are accepted.

XVIII. Charges

A. The Library Board reserved the right to institute fees for certain services.

B. There is a charge of \$.15 for copies.

C. Fine Schedule

There shall be a charge of \$.10 per day on every overdue item with the exception of Inter-Library loans and reference materials. Inter-Library Loans

have a late fee of \$.25 per day. Reference materials have a late fee of \$1.00 per day. The Overdue notice schedule is as follows:

First Notice: From 8-14 days overdue

Second Notice: From 22-28 days overdue (second notice includes a \$1.00 notice fee)

Third Notice: From 36-42 days overdue. This notice is a bill for the replacement charge of the lost material(s).

D. Damaged Materials

When an item has been damaged the fine shall be determined by the Director depending upon its condition, its age, demand for the item and whether a replacement will be necessary, in which case the full cost of replacement may be assessed. All books and materials that are checked out on a card are the Cardholder's responsibility, no matter how the damage occurred. The Director may waive fine and damage assessments, in his or her discretion, for extenuating circumstances such as hospitalization or death in a family.

E. Lost Material

If an item is lost, the Cardholder must pay the replacement cost for the item. The Replacement cost will be the actual cost of the item as indicated in the Library's computer database or the current edition of Books in Print. When a Cardholder has two "billed replacements" on his or her card he or she may check out only two (2) items in circulation at a time until the lost items are returned or restitution is made.

F. Books on tape, Books on CD and other Audiovisual Materials

The Library recognizes that tapes and CDs do become worn and damaged through regular usage. Replacement costs will be assessed at the discretion of the director.

G. Refund for Bill for Replacement

After a replacement copy has been purchased or the title is weeded from the computer, there will be no refund.

H. Claims Returned

When a Cardholder claims an item has been returned, a search will be put on the item. It is expected that the Cardholder will continue to look for the item. If the item is not found and the Cardholder claims it was returned, a "claims returned" notation will be entered on the cardholder's computer record. Three noted "claims returned" is the limit. Cardholders will be charged for any materials that are billed after that.

I. Revocation of Borrowing Privileges

The Library shall revoke the borrowing privileges of a Cardholder once he or she has accumulated a total of \$100.00 in unpaid fines and/or bills for replacement. However, if the patron has two "billed" books, borrowing privileges are restricted to two items. A Cardholder must pay all fines and bills for replacement before borrowing privileges will be restored.

XIX. Reference Services

It is the policy of the Library to consider each individual information query to be of equal merit, although the time spent by staff on a question may vary in response to the perceived needs of the patron, the information resources and the availability of staff and collection resources.

XX. Interlibrary Loan

At the regular monthly meeting of the Benzie Shores District Library, March 10, 2004, the library board rescinded the policy of charging for interlibrary loans. There will be no charge for interlibrary loan materials unless the lending library has a charge. The patron will be notified prior to order if the lending library has a charge. March 12, 2004

The Benzie Shores District Library participates in the MeL Statewide Delivery System. It is our preference for interlibrary loan delivery to be via MeL Delivery. Adopted by the Benzie Shores District Library Board September 15, 2004.

To protect our library's privilege of obtaining books for patrons through the cooperative inter-library loan program, the due dates on those books must be honored. A patron's abuse of the borrowing term is cause for possible termination of inter-library loan borrowing privileges. Adopted by the Benzie Shores District Library Board April 25, 2006.

XXI. Confidentiality of Cardholder Registration Information

It is the policy of the Library to preserve the confidentiality of Cardholder registration records to the fullest extent permitted by law.

A. Registration Records

"Registration records" means any information gathered from the Cardholder on the Library Card registration form and/or any information entered in to the Library's Cardholder database.

B. Notification of the Director

Any Staff member of the library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall immediately notify the director.

C. Action by the Director

The Director shall review all requests and orders, consult with an attorney as necessary, and respond to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act.

D. Requests for Registration Information

The Director shall deny, in writing, all requests for the release or disclosure of registration information. Cardholder registration information is considered by the Library to be "information of a personal nature [where the] public disclosure of the information would constitute a clearly unwarranted invitation

of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act (MCL15.243(1)(a).

- E. Freedom of Information Act Requests for Registration Information
The Director shall deny, in writing, any designated "freedom of Information Act" request for the release or disclosure of confidential Cardholder registration information.
- F. Court Order for Patron Information
The Director, after consultation and advice from an attorney, shall comply with any subpoena or court order to release or disclose registration information.
- G. Authority for Policy
The authority for this policy is the Michigan Freedom of Information Act (MCL 14.243(1)(a).
- H. Exemptions from this Policy
The Library will release Cardholder registration information limited to name and address, to the Friends of the Library and any Library Millage Campaign Committee.

XXII. Compliance with the Michigan Library Privacy Act Policy

It is the policy of the Library to preserve the privacy of Cardholder's 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 herein. The Library will not release Library records to any person other than the Cardholder named in the record. However, in order to retrieve a book or other library materials from a very young child, the library may release the book title or material information to the parent or guardian.

- A. Records Protected by the Michigan Library Privacy Act
The Michigan Library Privacy Act provides that Library records may not be disclosed to third parties unless the library has received a properly obtained court order (MCL 397.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a Library that identifies a person as having requested or obtained specific materials from a Library." "Library record" does not include non-identifying material such as circulation statistics.
- B. Notification of the library Director
Any staff member or volunteer who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any Library circulation records shall promptly notify the Director.
- C. Action by the Library Director
The Director shall review all requests and orders, consult with the Library's attorney as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.
- D. Requests for Library Records

The Director shall comply fully with a court order to release or disclose Library records if that court order was properly obtained under the Library Privacy Act (MDL 397.603). The court may issue an order for disclosure only “after giving the affected Library notice of the request and an opportunity to be heard thereon.”

E. Authority for Policy

The authority for this policy is the Michigan Library Privacy Act. (MCL 397.601 – 397.605). Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act. (MCL 397.603 and MCL 15.243(d).

XXIII. Patron Conduct and Responsibility

To allow all Patrons to use the Library to the fullest extent during regularly scheduled hours, the Board has adopted the following rules and regulations:

- A. Patrons are expected to engage in activities associated with the use of the Library. Patrons not reading, studying, or using library materials may be required to leave the building.
- B. Patrons are expected to respect the rights of other Patrons and the Staff. Patrons shall not harass or annoy others or interfere with the use of the Library.
- C. Patrons shall not have food or beverages inside the Library.
- D. Patrons shall not smoke or use tobacco or tobacco products inside the Library or within fifteen (15) feet of the building.
- E. Patrons shall not be under the influence of alcohol or drugs.
- F. Patrons shall not engage in any illegal activity while on the Library premises.
- G. Patrons shall not interfere with the performance of duties by the Library staff.
- H. Patrons shall not deface or mar Library materials including books, magazines, newspapers, recordings or other items of the Library collection. Nor shall they deface, mar or in any way destroy or damage Library furnishings, walls, machines, or other Library property.
- I. Patrons shall not enter the building without a shirt or shoes.
- J. Pets and animals are prohibited from entering the Library, unless they are service animals or part of a program.
- K. Petitioning, soliciting, distributing of literature or leaflets, canvassing or similar conduct is prohibited on the Library Premises.
- L. Solicitation of any kind is strictly prohibited. The exception to this non-solicitation policy is materials offered for sale by the Friends of the Library or Friends membership solicitation.
- M. Any materials removed from the Library must be checked out on a valid Library Card.
- N. The Library Staff may require a Patron to provide his or her identification, including name, address and phone number.

- O. Any Patron not abiding by these and other rules and regulations of the Library may be required to leave the Library premises and may forfeit his or her Library privileges.
- P. The Library Staff asks that books and materials be left on tables or at the desk, not re-shelved.
- Q. Cell phones are not allowed to be used in the Library.

XXIV. Safety and Well-Being of Children

This policy is written for the safety and well-being of children, and to provide for the general welfare of all Library Patrons. Even if parents are not present they are responsible for their children's behavior, including damage to materials, equipment, and furnishings and for injury to themselves and others. The Library Staff is not expected to assume responsibility for the care of unsupervised children.

A. Use of the Library by children

The Library Staff urges parents and caregivers to come and share the library with their children. In the interest of maintaining a safe and effective library environment parents/guardians should not leave a child under ten (10) years of age unattended at the library. Library staff may take action they deem appropriate and necessary when a child is unattended.

B. Children' Program Attendance

Children attending story hours or other children's programs must be accompanied by a parent or caregiver.

C. Disruptive Behavior

If a child or youth is disruptive, bothersome or unruly, the Library Staff shall make every attempt to restore appropriate Library behavior. If this proves impossible, the disruptive individual(s) will be asked to leave.

D. Unattended Children at Closing

If a child is left unattended in the Library when the Library is closing, the staff will attempt to locate his/her parents. Staff members are not permitted to remain after hours with an unattended child or to give him/her a ride home. For the safety of the child, the staff will not leave a child under the age of ten outside to wait for a ride. The Police will be called to escort the child home or keep the child until the parents can be reached.

XXV. Public Relations

The library seeks to keep the public informed and to maintain a positive image.

A. Exhibits, Displays, Handouts, and Announcements

The Library provides information to the community through displays, handouts, announcements and exhibits. Though the Library may be providing space for a display, handout, announcement or exhibit, this does not mean that the Library endorses the activity and/or information. THE Library reserves the right to place restrictions upon the use of exhibit case, display area space

and the bulletin board. All exhibits and displays are offered to the Library on a voluntary basis free of charge. Final authority for all exhibits and displays rests with the Director or an appointed designee(s).

B. Public Notice Bulletin Board

The Library encourages the display of information brochures, pamphlets, and posters, announcing area civic, educational, and cultural events in the community. However, the space on the public bulletin board is extremely limited. Guidelines for posted materials:

1. Posted materials shall be no larger than 8 ½” by 11” and will not be returned.
2. The bulletin board is a public forum. The information provided on the public bulletin board and in non-library handouts is for the informational needs of the community and is not endorsed by the library. The library is not responsible for the content.
3. The Library reserves the right to remove items from the bulletin board at any time. When space is limited, priority is given to announcements for programs and activities sponsored by local area groups and organizations.

C. Exhibits and Displays

The exhibit case and display area space is available for educational, artistic, informational, and cultural displays and exhibits. The Library assumes no liability for damage, destruction or theft of a display. A sign stating the sponsorship of the display must be included in all displays.

D. Handouts

The Library acts as a distribution point for handout materials for public awareness from non-profit groups, community groups or governmental agencies, as well as handouts prepared by the Library to promote materials and services. Specified areas within the Library are made available for such handouts. Handouts of a commercial nature will not be accepted. The Library, in its discretion, may decline to display submitted material.

E. Meeting Area

The meeting area is restricted to Library use only and is not a public forum. It is not available for use by any group other than the Library. It is available for Library programs and Friends’ activities.

XXVI. Public Use of Library Equipment

A. Copier

Copier fees shall be set by the Board. Copyright laws shall be posted by the copier and shall be adhered to by Library Patrons.

B. Fax

The fax machine is for library use only.

C. General

Library equipment is not loaned.

XXVII. Disposition of Furniture and Equipment

The Library shall dispose of furniture and equipment in any of the following manners:

- A. Periodic public sale, with notice published in the newspaper and posted in the Library.
- B. Periodic public sale at the Friends' book sales, with notice published in the newspaper and posted in the Library.
- C. Sale to other Libraries for the best price that can be obtained.
- D. Donation to charitable organizations if the item cannot be sold.
- E. All equipment purchased with a grant from the Library of Michigan or the federal government shall be discarded only with permission of the Library of Michigan. Any computer equipment purchased with a grant from the Library of Michigan or the federal government must be valued at less than \$5,000.00 in order to be discarded.

XXVIII. Technology

The Benzie Shores District Library will provide quality, state of the art technology, within budget restrictions and in keeping with the library technology plan. The first priority will be technology appropriate for staff use and operations to enhance library services. This type of technology may be for upgraded and improved circulation systems, online public access catalog (opac), reference, networks, equipment, and software. The second priority will be improved and expanded Internet access for the public. Due to the challenges new technologies bring to the staff, the Benzie Shores District Library continues its commitment to staff training. The technology plan will be reviewed every three years.

XXIX. Technology Downloading

Before downloading a patron must check with the Staff. There is a time limit of thirty (30) minutes for computer use which may limit downloading. Additionally, some downloading may be in violation of copyright laws and therefore is prohibited.

XXX. Internet Use

A. General Policies

Public access to the Internet is available to all users of the Benzie Shores District Library whether or not they have a library card. The Library is making the Internet available to the public as an informational and educational resource in support of its mission to serve the educational and information needs of the community.

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.

1. Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all Library users.
2. 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 fear of confrontation.
3. Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
4. Responsibility for and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.

The library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Staff has attempted to identify on the Library's home page specific starting points for searches and links to sources on the Internet which are consistent with the Library's mission and roles. The Internet is not filtered. The Internet is dynamic and unregulated. The Library makes no guarantee, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet.

Users are cautioned that because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, and communication are vulnerable to unauthorized access and use and, therefore, should be considered public.

B. Child Safety on the Internet

The staff does not monitor or supervise Internet access except for the length of time of use. Parents or guardians, NOT the staff, are responsible for the child's email account and for Internet information selected and/or accessed by children. Parental supervision of children searching the Internet is advised. Children who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Minors are encouraged to tell their parents that they have email accounts.

C. User Responsibilities

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulation, and procedures

established for its use including, but not limited to, those of the Library.

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 educational, information and recreational purposes only.
3. Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
4. Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise controlled software or data residing on the Internet.
5. 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. This includes establishing an email account using a false date of birth.
6. Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
7. Refraining from altering or damaging software or data residing on the Internet.
8. Refraining from the deliberate propagation of computer worms and viruses.
9. Refraining from the transmission of threatening, harassing or abusive language and images.
10. Refraining from practices that interfere with fair and public use of the Internet and its users. These practices include, but are not limited to, the following:
 - Unsolicited advertising (spamming)
 - Chain letters
 - Hacking (breaking into or out of any system)
 - Spreading computer viruses
 - False representation

In addition to this specific policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern 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.

D. Staff Assistance

Staff will try to assist Patrons getting started on the Internet. However, the Library cannot guarantee that Internet-trained Staff will be available to assist users at all times. Time permitting, the Staff will try to answer specific questions about the Internet and offer suggestion for effective searching. The Staff may also provide information about Internet training opportunities and Internet books and manuals.

- E. There is a 30 minute per patron per day time limit on the Internet. Exceptions are made for word processing and extensive research at the Librarian's discretion.
- F. The library is not permitted to provide Internet access to minors on the computer in the children's area.
- G. Chat is not permitted.
- H. Patrons may not store information on the hard drive nor use personal software on library equipment.

XXXI. Electronic Mail and Other Computer Files

Electronic mail and computer files are considered private to the fullest extent permitted by law. However, the Patron must realize that the Library computers are public access computers and privacy cannot be guaranteed by the Library. Furthermore, the Library is not responsible for the contents of electronic mail.

Ordinarily, access to electronic mail or computer files requires permission of the sender and recipient of a message or the owner of the file (the person to whom the account ID is assigned), court order, or other actions defined by law. In the event of an investigation for alleged misconduct, electronic mail for files may be locked or copied to prevent destruction and loss of information.

Any activity through which an individual engages in the following is considered unethical and unacceptable:

1. Interferes with the intended use of information resources;
2. Seeks unauthorized access to information resources;
3. Invades the privacy of individuals or entities that are creators, authors, users, or subjects of the information resources.
4. Violates the law.

XXXII. Art

All art acquisitions, donated or purchased, must be approved by the Library Board in advance. Any work of art belonging to the Library is subject to the same policies as other materials, and may be used or disposed of in any fashion that the Library deems appropriate, that is consistent with these policies. Art work will not be displayed for private gain or commercial purposes. However, any art work or project owned by the Friends for the purpose of enhancing the Friends' funding may be displayed in the Library at the Director's discretion.

XXXIII. Library Closings

- A. Act of God Days

1. The Library may close due to weather or other emergencies at the discretion of the Director.
2. Notification of closings shall be given to the local radio station immediately.

B. Holidays

The Library will be closed for the following holidays:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving Eve from 5:00 p.m.

Thanksgiving Day

Christmas Eve Day

Christmas Day

New Year's Eve Day

If a holiday falls on a Friday, the Library will also be closed on the following Saturday.

If a holiday falls on a Saturday, the Library will be closed on the preceding Friday.

If a holiday falls on a Sunday, the Library will be closed on the following Monday.

C. Additional Closings

The Library may be closed additional days and times at the discretion of the Director.

XXXIV. Friends of the Library

The library welcomes the support of the Friends of the Library. All Friends activities must adhere to library policies.

Adopted at the Regular Monthly Meeting of the Benzie Shores District Library, November 19, 2003.

XXXV. Operating Policies

Benzie Shores District Library operating policies are reviewed by the Library Board every five years.