THREE RIVERS PUBLIC LIBRARY

READ. LEARN. DREAM.

Policy Manual

THREE RIVERS PUBLIC LIBRARY

READ. LEARN. DREAM.

Three Rivers Public Library Board of Trustees Policy Manual

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I. Three Rivers Public Library Mission Statement and Philosophy

The mission statement of Three Rivers Public Library is to provide all library users with resources for reading, viewing, and listening which are entertaining and enlightening. All library services will be facilitated by an informed and courteous staff.

The Three Rivers Public Library's mission seeks to make a full range of human ideas accessible to its patrons through a multitude of different media without judgment or bias on the content of the ideas or material but allowing free expression as protected by the First Amendment of the Constitution of the United States of America and to promote learning and use of the media by the surrounding community.

The Board of Trustees of the Three Rivers Public Library recognizes that American democracy functions only if the full range of human ideas is accessible to the people and if proponents of the various points of view are able to fully and openly make their cases, however popular or unpopular they may be, before the individual and collective judgment of their fellow citizens.

The board further recognizes that this principle is embodied in the First Amendment of the Constitution, which protects the free expression of ideas, and in American public libraries, which provide access to those ideas.

Thus the library collection, protected by the First Amendment, is a marketplace of ideas, which are carried in divergent materials and formats.

The collections of the Three Rivers Public Library are designed to fulfill this ideal. Forms of expression that are unprotected by the First Amendment will not be included in the Library.

Further, the Three Rivers Board of Trustees supports the principles outlined in the appended Library Bill of Rights and the Freedom to Read Statement as applicable to the needs, interests, and good of the community.

II. Library Board Operational Guidelines

A. Powers and Duties

The Library Board shall make and adopt such bylaws, rules, and regulations for their own guidance and for the government of the Library and the Reading Room, as may be expedient. They shall have exclusive control of the expenditure of all monies collected to the credit of the Library Fund; of the construction of any library building; and of the supervision, care, and custody of the ground, rooms or buildings constructed, leased, or set apart for that purpose. All monies received for such Library shall be deposited in the treasury of the City of Three Rivers to the credit of the Library Fund and shall be kept separate and apart from other monies of such city and drawn upon by the proper officers of the City of Three Rivers upon the properly authenticated vouchers of the Library Board. Said Board shall have the power to purchase or lease grounds, to occupy, lease, or erect and appropriate building or buildings for the use of said library, shall have the power to appoint a suitable librarian and necessary assistants, and fix their compensation; and shall have the power to remove such appointees; and shall, in general, carry out the spirit and intent of Public Act 164 of 1877 as amended and Three Rivers City Code Section 2-18 as amended (appendix C) and maintain a Public Library.

B. Membership

The Three Rivers Library Board consists of the following:

1. Five members, appointed individually, for a three-year term, by the City Commission upon recommendation of the Library Board. The five members must be City residents with qualifications for elective office.
2. One member from each governmental entity contracts with the Library for library services for 100% of the governmental entity and funding the Library with a millage or millage equivalent as negotiated by the Library Board. The governmental entity member must be a resident of said governmental entity and be qualified for elective office.
3. Ex-officio (non-voting) representatives from each governmental entity contractually served by the Library with a millage or millage equivalent as determined by the Library Board but with less than 100% of the governmental entity being served by the Library.

C. Library Board Officers

1. At the January meeting of each year the Board shall elect a president, vice-president, secretary, and treasurer from amongst the voting members to serve for that year.
2. The President shall preside at all meetings of the Library Board, enforce all policies of the Board, appoint such committees as may be provided from time to time by Board action, and in general act and serve as the Board's chief executive officer.
3. The Vice-President shall perform the duties of the President in the president's absence.
4. The Secretary or their designee shall keep a true and correct record of the proceedings of the board meetings.
5. The Treasurer, after Board motion is passed, approves the invoices selected for payment, as presented by the Three Rivers City Finance Director.
6. The Library Director shall serve as representative of the Board to the Three Rivers City Commission. In case of necessary absence, the President assumes those duties.

D. Meetings

1. The regular meetings of the Three Rivers Public Library Board shall be held at 6:00 PM on the fourth Tuesday of each month in the Library unless otherwise scheduled.
2. Special meetings may be called at the direction of the president or any two members of the board for the transaction of business as stated in the call for the meeting. Public notice of special meetings of the Library Board shall be given as required by law. The public notice shall state the date, time, and place of the meeting. Public notice shall be posted at least 18 hours before the meeting at the Library, Three Rivers City Hall, and on the library website. A majority of the Library Board shall constitute a quorum for any regular or special meeting.
3. All meetings shall be open to the public. Any person who wishes to speak shall be heard during the public portion of the meeting, or at the discretion of the presiding Board officer.
4. The Board can have closed session only under circumstances as outlined the "Michigan Open Meetings Act" as amended. Closed meetings may be called by majority roll call vote for:
    a. Considering the dismissal, suspension or discipline of, or to hear complaints or charges brought against a public officer, employee, staff member or individual when the person requests a closed hearing.
    b. Strategy and negotiation sessions are necessary in reaching a collective bargaining agreement when either party requests a closed hearing.

Closed meetings may be called by two-thirds roll call vote for:

c. To consider the purchase or lease of real property.
d. To consult with the Board's attorney about trial or settlement strategy in pending litigation, but only when an open meeting would be detrimental financial effect of the public body's position.
e. To review the contents of an application for employment or appointment to a public office when the candidate requests that application remain confidential. However, all interviews by a public body for employment or appointment to a public office must be conducted in an open meeting.
f. To consider material exempt from discussion or discloser by state or federal statute.

5. When advance work by the entire Board is necessary for a particular project, such as budget preparation, the board may schedule a workshop meeting at a place within the City other than at the Library, provided that no such meeting can or will be held without the consent of each member of the Board and provided also that no formal action can or will be taken by the Board at such meetings.

E. Conduct of Meetings

The Three Rivers Public Library Board of Trustees values public participation and offers opportunities for the public to comment on matters considered by the Board of Trustees. Time is reserved on the regular session agenda for individuals from the public to talk for no more than five minutes a person. No meeting shall last over two hours unless otherwise planned. Issues of procedure are resolved by Roberts Rules of Order as interpreted by the President, who is elected by the Board of Trustees each year.

F. Policy for Public Comments at Meetings

1. Purpose

The Three Rivers Public Library welcomes and encourages comments from members of the public who attend Library Board meetings. Pursuant to the requirements of the Open Meetings Act, a person is permitted to make a public comment during a meeting under rules established and recorded by the Library Board.

2. Public Comment Period, Meeting Agenda

a. If an agenda is available, the Library Board will have copies of the agenda available for the public who attend the meeting. The agenda will indicate the designated time(s) for the public to provide comments. The Library Board will include at least one public comment period during each meeting. These rules apply to the public comment period in any regular or special meeting or in any committee meeting that is open to the public ("Public Comment").

b. Members of the public are welcome to address the Library Board or make comments during the Public Comment portion of the meeting. At any time, the Library Board, at its discretion, may accept comments from the public. However,

outside of the Public Comment time, the Library Board is under no obligation to hear comments from the public during the meeting.

c. The Library Board has the sole discretion to determine the content of each meeting agenda and is not obligated to add any item to the agenda.

3. Rules of Public Comment

The Library Board adopts the following procedures to receive Public Comment:

a. When the Library Board meeting reaches a designated time for Public Comments, the Chair will invite attendees to make Public Comments. If the Chair is absent, the acting chair of the meeting will perform the Chair's duties under this policy.

b. The Chair will ask people wishing to speak to raise their hands to be recognized by the Chair. The Chair will recognize one person to speak at a time, and each speaker must provide his or her name and address. No person in attendance may make a comment without being recognized.

c. Public Comments must be addressed to the Library Board, not to other members of the audience.

d. Each speaker is only entitled to one (1) three-minute time during each Public Comment period and may not split the time or "give" the time to another speaker. At the boards discretion, the time can be extended.

e. In lieu of speaking, a person may submit any written comments to the Library Board Secretary. Written materials submitted to the Library Board are considered public documents.

f. The Library Board encourages free and complete public dialogue on Library Board issues within the bounds of civil discourse. Speakers may not breach the peace of the meeting.

g. If a speaker includes specific questions to the Library Board in his or her Public Comments, the Library Board has no obligation to respond during the meeting.

h. Groups are encouraged to designate one or more individuals to speak on their behalf to avoid cumulative comments. However, there is no requirement to make this designation. If a speaker is speaking on more than one individual's behalf, they must state as such at the beginning of their comment and shall be entitled to one (1) five-minute time during Public Comment.

i. The Library Board may determine, in its sole discretion, how Public Comments will be summarized in the meeting minutes. Members of the public should not expect the minutes to include verbatim transcripts or details of any individual comment.

j. Members of the public are also encouraged to contact the Library during regular business hours to ask questions, raise concerns, and request information about Library matters.

4. Recording of Rules

These rules will be recorded in the minutes and kept on file with the Library.

Added 4/2023

G. Committees

The Library Board shall authorize such special committees as are deemed necessary.

H. Transaction of Business

1. All business of the Library Board shall be transacted only at legal meetings.
2. No member of the Library board shall have the power to act in the name of the Library board, except as specifically authorized by the Board, in advance, at a legal meeting.

I. Minutes

1. Minutes shall be taken at each legal meeting of the Library Board.
2. The minutes of each preceding meeting(s) shall be approved by the Board as the first official act of each regular meeting.
3. A copy of all motions shall be carefully recorded, including the names of those who made the motions.
4. All minutes of the Library Board meetings, and any documents presented in connection with said meeting, shall be available to the public, upon request, for inspection.
5. Copies of the minutes taken at each Library Board meeting shall be filed by the Library Director with the City Clerk within one week following each such meeting.

J. Expenses

1. All members of the Library Board shall serve without compensation.
2. The members of the Library Board shall be reimbursed for extraordinary expenses incurred in the performance of the Library Board functions, after prior authorization by the Board.

K. Policy Revision

A policy revision may be presented at any regular Library Board meeting and shall be voted upon at the following regular meeting. It shall be adopted by resolution and a supporting vote of no fewer than three voting members of the Board.

L. Library Board and Staff Conduct

1. The Board shall hire a Library Director with proper credentials to manage the operation of the library and carry out the Board directed mission and directives and members of the Library Board should deal with Library Staff only through the Library Director.

2. The Library Director is the only delegated administrative agent of the Library Board who is vested with all administrative powers of the Library and shall maintain and supervise staff to carry out the Board directed mission and directives.
3. The Board shall ascertain information from the Director and not solicit information about the library from library employees unless so directed by the Director. Library Board members are likely to hear complaints about or from Library Staff from time to time and these complaints should be turned over to the Library Director to investigate and resolve.
4. Library employees shall make their concerns known to the Director so that the Director can communicate them to the Board. Library employees are not to communicate directly to Board member about library matters. If a Library employee is approached by a Board member on a particular issue or project, the staff member will relay the concerns of the Board member to the Library Director.
5. Board members are welcome to visit the Library on personal, professional or Board business. Socializing is discouraged to the extent that it would interfere with the Library Staff schedules or disrupt normal Staff activities or workflow.
6. Library employees with concerns shall follow the grievance procedure as outlined in the union contract or the City Personnel Policy Manual.

Reviewed 7/2020

III. Library Board General Policies

A. Materials Limit

The Library reserves the right to limit the number of books or other library materials a patron may borrow.

No overall limit of Three Rivers Public Library Items

5 Audio

5 DVD

1 Launchpad

1 Playbag

1 Kit

2 Video Games

2 Board Games

1 Library of Things Item

Revised 4/2023

B. Materials Reservation

Patrons may reserve materials in the Library's collections.

Revised 7/2023

C. Conformance with Existing Laws

Any section, provision, or policy herein must conform to State and Federal laws.

Reviewed 7/2024

D. Environmental Policy

The purpose of this policy is to make a contribution towards the conservation of our natural resources and the protection of our environment. In that effort, we recognize the need for the library to become environmentally active and to structure its operation to incorporate the following, to the extent fiscally prudent.

- Purchase products made from recycled materials as available and cost effective.
- Explore the possibility of returnable/reusable containers with vendors; purchase as appropriate.
- Explore and implement energy conservation measures.
- Recycle discarded office paper, newspapers, periodicals, and telephone books.
- Recycle or properly dispose of oil, paints, solvents, etc.
- Discontinue the use of products with propellants harmful to the environment.
- Use biodegradable products wherever possible.
- Discontinue the use of Styrofoam products.
- Cooperate with environmental organizations and governmental agencies on displays, bookmarks, programs, etc. on environmental issues
- Ensure that the collection has current information on environmental topics.

Reviewed 6/2020

E. Hours

The Library shall be open as determined by the Library Board. Open periods for the operation of the Library will be established by Library Board action. Holiday closings are New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. The library will close at 2:00 p.m. on Good Friday, day before Thanksgiving, and New Year's Eve. The Library may close in an emergency at the discretion of the Library Director. All efforts shall be made to alert the public to any change in hours.

Revised 7/2022

F. Outdoor Sign Policy

In order to maintain conformity throughout the library, the library must approve all signs, postings, announcements, and publicity. The outdoor library sign is for the sole purpose of advertising library-related events. Signage requests from commercial or unaffiliated

organizations will not be considered for posting. The library director is responsible for enforcing this policy.

Reviewed 7/2020

G. Volunteers

The Three Rivers Public Library offers occasional opportunities for volunteer work. Library volunteers complement but do not replace the work of Library staff. Volunteers are expected to act in accordance with Library policies and to reflect positive attitudes to all Library patrons and staff. Recruitment of volunteers is the responsibility of the Librarians and/or the Library Director. A volunteer selected for work on a special project will discontinue service when that project is completed or terminated. *Please note that we do not currently offer volunteer opportunities to individuals seeking court ordered community service.*

Revised 7/2024

H. Art Exhibit Policy

Temporary art exhibits in different formats are welcome at the Three Rivers Public Library. Exhibits stimulate interest in a variety of library materials, provide information, develop aesthetic appreciation, and offer an opportunity for individual and/or groups to display artistic and educational materials. Space is not available for strictly commercial purposes.

Acceptance and placement of an art exhibit will be determined by the Library Director. Exhibits will be displayed for up to two months, unless otherwise approved by the Library Director. Set-up and removal dates will be determined in advance.

No price tags may be affixed to any artwork on exhibit at the library. Subject to the approval of the Library Director, artists may display their names, addresses, and telephone numbers on their artwork.

The library is not liable for any loss or damage to works on display. The library will not provide storage for the property of exhibitors.

Reviewed 7/2020

I. Bulletin Board Use

1. All items to be placed on the bulletin board must have the approval of the Director.
2. Items will be placed on the bulletin board only by Library staff. Items placed on the bulletin board by other than Library staff will be discarded as soon as discovered.
3. Items will be dated and posted for exactly three weeks. Exceptions may be made by the Director for extenuating circumstances.

4. Items will be disposed of three weeks after posting unless prior arrangements are made with the Library staff.
5. The size of items for posting should not exceed 8 ½ X 11 inches. Exceptions may be made in the case of special community activities or events, if approved by the Director.
6. The Director will determine if requested items for posting meet the criteria established herein.
7. The Director reserves the right to refuse to post any item not deemed appropriate for display in the Library.
8. Items judged by the Director to be discriminatory with respect to age, race, national origin, ethnic group, gender, or religion will not be posted. Items advocating violence or noncompliance with local, state, and/or national laws or ordinances will not be posted.
9. Postings advocating or endorsing any political issue or candidate will not be allowed.

Revised 7/2025

J. Security Camera Policy

Purpose

The Three Rivers Public Library strives to take reasonable precautions to assure a safe and secure environment for its patrons and staff. Because library staff is unable to provide direct supervision over all areas within the library, digital video security cameras have been placed at selected locations in order to observe and record visible activities of persons within the Library.

These digital video security cameras will be used where needed to discourage violations of the library's code of conduct, to assist library staff in preventing the recurrence of any violations and, when necessary, to provide law enforcement assistance in prosecuting criminal activity. The purpose of this policy is to establish guidelines for the placement and use of digital video cameras, as well as the access and retrieval of recorded digital video images at the library.

Cameras may be installed in locations where staff and patrons would not have an expectation of privacy. Examples include common areas of the library such as entrances, near book and media collections, public seating, public and staff computers, stairwells, delivery areas, and hallways. Cameras will not be installed in areas where staff and the public have a reasonable expectation of privacy, such as restrooms.

The following procedures and guidelines shall govern the use of digital video security cameras:

● Digital video security cameras are installed in selected locations at the library.

● Cameras will not be installed for the purpose of monitoring staff performance and are not to be used to monitor content viewed by patrons. Video footage could be used to investigate allegations of staff misconduct.

● Staff and patron safety is the first priority in any threatening situation. The protection of library property is of secondary importance.

● The library has no obligation to monitor the cameras in real time. Because the cameras are not constantly monitored, library staff and the public should continue to take appropriate precautions for their safety and for the safety of their personal property. The library is not responsible for the loss of property or personal injury.

● Images will typically be stored for a period of 30 calendar days. As new images are recorded, the oldest images will be automatically deleted. Authorization to view stored images may be granted only by the Library Director.

● A Stored Digital Video Record is considered a library record under the Michigan Library Privacy Act – Public Act 455 of 1982 (the "Privacy Act"). Stored Digital Video Records shall not be released contrary to the Privacy Act.

● Among other purposes, stored Digital Video Records may be used to provide tangible evidence as a means of identification, and may be turned over to law enforcement agencies by the Director, consistent with the provisions of the Privacy Act.

● In general, library privacy laws prohibit the general public from viewing security camera footage that contains patron information. The library will disclose video records as may be required by law or by court order. If a member of the general public requests a video record, the requester shall be asked to make a request pursuant to the Michigan Freedom of Information Act.

● Requests from the public for access to camera images will be considered in light of the provisions of the Privacy Act. Questions from the public may be directed to the Director.

IV. Patron Policies

A. Library Cards

1. Any resident eighteen (18) or older of the City of Three Rivers, or a township (or portion thereof) that has entered into a contract with the Library to provide library services, as designated by the Library Board, or any teacher in the Three Rivers Public Library service area serving an educational nonprofit institution shall be entitled to an individual library card. The patron must present suitable identification and proof of residence at the time the library card is requested.
2. Out-of-service-area (OSA) residents may obtain one-year library cards upon payment of a fee established by the Library Board. ***$50 (single +1) / $75 per household***
3. Seasonal out-of-service residents may obtain a 4-month card upon payment of a $30 fee (per household).

4. Young adults and children under the age of eighteen (18) may obtain a library card with a signature from a parent or legal guardian. Their library record will indicate “J” type.

5. Institutional cards may be issued upon completion of Application for Institutional Card, subject to annual update and renewal by the Library Board.

6. Temporary Library Cards may be issued to individuals temporarily residing in a probation center, transitional housing facility, or other temporary residential facility located within the Three Rivers Public Library service area:

A. Eligibility
Applicants must provide documentation or other acceptable verification confirming their current residence at a qualifying temporary residential facility.

B. Validity Period
Temporary Library Cards are valid for up to 90 days or until the end of the individual's documented stay at the facility, whichever occurs first.

C. Renewal
Temporary Library Cards may be extended for additional periods of up to 90 days upon verification of continued residence at the qualifying facility. A new Library card application is not required for an extension.

D. Borrowing Privileges and Restrictions

Temporary Library Cardholders may:

1. Borrow up to three (3) physical Library items at one time.
2. Use Library computers in accordance with the Library's Internet Policy.
3. Attend Library programs and activities.

Temporary Library Cards do not provide access to interlibrary loan services, including MeLCat, or borrowing from the Library of Things collection.

Additional reasonable restrictions may be established by the Library Director or designee in accordance with Library policies.

Revised 9/2025

B. Interlibrary Loans

Holders of Three Rivers Public Library cards are entitled to utilize interlibrary loan service through Michigan eLibrary and MelCat service. Cardholders are subject to limits set by these institutions and are responsible for lost or damaged books.

Revised 7/2020

C. Smoking Policy

The Three Rivers Public Library is a smoke-free and tobacco-free property. Smoking and the use of tobacco products, including cigarettes, cigars, pipes, chewing tobacco, tobacco snuff, electronic cigarettes, vaping devices, and similar smoking or vaping products, are prohibited in all indoor and outdoor areas of Library property. The smoking, vaping, or consumption of marijuana/cannabis in any form is also prohibited on Library property. This prohibition shall include, but is not limited to: private enclosed offices, open space offices, meeting rooms, break rooms, lounges, and restrooms. This prohibition shall extend to entrance areas, parking areas, and grounds. This prohibition applies to all areas of Library property, including but not limited to offices, meeting rooms, break rooms, restrooms, entrances, sidewalks, parking areas, and Library grounds. Individuals wishing to smoke, vape, or use tobacco products must leave Library property. The Library will comply with all applicable federal, state, and local laws regarding smoking, tobacco, vaping, and marijuana use.

Revised 9/2026

D. Food & Drink

Food or drink is allowed only in designated areas. All drinks must have lids.

The Library may provide food and drinks in designated program areas during Library sponsored programs and events.

No food or drink will be allowed in any computer labs.

Revised 7/2020

E. Animals in the Library

With the following exceptions, pets/animals are not allowed in the library:

Licensed service animals in accordance with the Americans with Disabilities Act (ADA) and Michigan Compiled Laws Section 750.502c. We reserve the right to question if it's a service animal and what tasks the animal has been trained to perform.

Library programming provided by organizations certified to conduct outreach educational programming in public institutions

Reviewed 7/2020

F. Library Code of Conduct

<u>Policy Statements</u>

It is the policy of the Three Rivers Public Library to establish and maintain a safe, healthy and barrier-free environment that promotes its educational role and permits the peaceful,

undisturbed use of library collections and services by patrons. The right of all patrons to peaceably access library facilities, collections and services shall not be abridged. It is also the policy of the Library to maintain and protect the public investment in the library.

Telephone Use

Patrons are not permitted to use library telephones. In case of an emergency only, staff can make calls and relay information. Cell phones shall be in silent mode in the library. Cell phone use is permitted only in the atriums of the library.

Prohibited Behavior

Behavior conflicting with these policies, including but not limited to that listed below, is to be avoided by persons who use the library. Persons using library facilities shall not:

a. Engage in rough play, running, or other behavior that may cause injury or damage to self, others or Library property.
b. Make loud or unnecessary sounds or noises which disturb the quiet of the library, other persons, or library staff.
c. Violate any policy or procedure regarding the use of the library's computers or the Internet.
d. Harass, intimidate, threaten or assault anyone, including Library staff, by word or act, or by behaving in a manner which can be reasonably expected to interfere with another person's use of the Library. Examples of this behavior include, but are not limited to: fighting, staring at another person, following another person around, unwelcomed talking to others or in monologues, or any behavior that is intimidating, hostile, offensive, or adversely impacts another person's use of the Library.
e. Damage or steal library or personal property.
f. Operate any personal audio or video device so that any other person can hear it.
g. Eat or drink, unless in designated areas. All beverages must be in capped or covered containers.
h. Smoke.
i. Bring animals, other than service animals, into the library except as authorized by the Library Director. By federal law, employees may ask what services an animal provides.
j. Use the children's areas as an adult without a legitimate reason to do so. These areas, tables, and computers are intended for use by children, teens, and their parents or guardians.
k. Solicit, beg, petition, canvass, or distribute materials on Library property, except in areas designated by the Library for such activities.
l. Refuse or fail to leave the library facilities after having been requested to do so for violating these rules.
m. Block, impede, or interfere with access to Library entrances, exits, sidewalks, or walkways, including by soliciting, petitioning, canvassing, or approaching patrons.

Sanctions

Any person whose actions violate the Library Code of Conduct or the rights of other patrons or staff, as determined by the library representatives, shall be asked to stop such actions. The

library reserves the right to require anyone engaging in violation of this code to leave library property. Permission for a person to re-enter library facilities may also be withdrawn for cause. Library personnel will request assistance from local law enforcement, if necessary, to enforce this code.

Revised 7/2021

A. Appeal of Fines

The Board recognizes the right of individuals to question the validity of Library fines which have been levied because of lost or overdue items. An individual questioning the validity of such fines is encouraged to discuss the matter with the Library Director. An individual still questioning the validity of the fine may state his/her opinion in writing on the Fine Appeal Form. The completed form should be forwarded to the Library Director. The statement and the supporting documentation in question will be reviewed by the Library Board. The Library Board will determine if the fines under consideration are warranted and will make a recommendation to the Director who will prepare a written reply to the individual.

- Overdue fines procedures will be suspended until a collective determination has been made by the Board.

Reviewed 7/2020

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Fine Appeal Form

Fines and other overdue charges may be appealed to the Library Board, if after first discussing the matter with the Library Director, the individual still questions the validity of the fine.

Final appeals for the waiving of library fines must be made in writing on this form and submitted to the Library Director. After your appeal form has been reviewed by the Library Board, you will be notified of the decision.

Please state the reasons which you believe justify the waiving of your overdue fine(s). It will be to your benefit to supply any documents which may support your case.

Please attach any supporting documents, as well as a copy of your fine notice to this form.

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Your name _____ Date _____

Address _____

Director's response:

_____
_____
_____
_____
_____
_____

Date _____

H. Internet Policy

Purpose

The Three Rivers Public Library provides public access to computers, the Internet, and wireless Internet services to support educational, informational, recreational, employment, and other lawful activities.

Library computers may be used for lawful personal, educational, employment, financial, and business-related purposes, provided such activities do not violate Library policy or interfere with Library operations. Commercial solicitation on Library property remains subject to Library policy.

The Internet provides access to a wide variety of information resources. However, not all information available online is accurate, complete, or current. The Library is not responsible for the accuracy, quality, content, or availability of information accessed through the Internet.

Internet Access and Computer Use

A. Availability

Public computers and Internet access are available during normal Library operating hours, except during scheduled maintenance, equipment failure, network interruptions, or other circumstances beyond the Library's control.

The Library may limit computer availability or session lengths when necessary to provide fair and reasonable access to Library resources.

B. Library Cards and Guest Passes

Patrons with a current Library card may use their card to access public computers. This includes patrons under the age of 18, subject to applicable age-based Internet access restrictions.

Guest passes are available to individuals who do not have a Library card or who prefer not to use a Library card for computer access.

Guest passes may be issued to residents, nonresidents, and visitors. Individuals who qualify for a Library card may be informed of their eligibility but are not required to obtain one to use public computers.

Identification is not required for a standard guest pass. Staff may ask users to identify their city or township of residence for statistical tracking purposes.

When age verification is necessary to provide access intended only for adults, appropriate verification may be required. Users whose age cannot be verified will be provided Internet access subject to restrictions applicable to minors.

Outstanding overdue fines alone will not prevent patrons from accessing public computers.

Patrons whose computer privileges have been formally restricted or suspended may not use guest passes to circumvent those restrictions.

C. Computer Session Limits

Computer sessions are limited to one (1) hour at a time, with a standard maximum of three (3) hours per person per day.

Additional time may be permitted at staff discretion when computers are available and there is no waiting list.

The Library reserves the right to limit computer usage when necessary to ensure equitable access for all patrons.

D. Staff Assistance

Library staff may provide reasonable assistance with basic computer and Internet use as time and staffing permit.

Staff cannot provide extensive computer instruction or complete online transactions, applications, forms, or other activities on behalf of patrons.

Staff will not enter confidential or sensitive information for patrons, including passwords, financial information, Social Security numbers, or other personally identifying information.

Library staff cannot provide legal, medical, financial, tax, or other professional advice.

Privacy and Security

A. Personal Information

The Library cannot guarantee the privacy or security of information transmitted, stored, or accessed through Library computers or wireless Internet services.

Patrons are responsible for protecting their personal information, passwords, accounts, financial information, and electronic communications.

Users are encouraged to sign out of personal accounts and close documents and applications before ending their computer sessions.

The Library is not responsible for loss, theft, unauthorized access, damage, or disclosure of personal information, files, devices, or data resulting from the use of Library technology, except as otherwise provided by law.

B. Wireless Internet Access

Patrons using the Library's wireless Internet network are subject to this policy and all other applicable Library policies.

The Library does not guarantee the availability, speed, privacy, or security of its wireless network and is not responsible for damage to personal devices or loss of information resulting from its use, except as otherwise provided by law.

Internet Safety and Access for Minors

A. Compliance with Applicable Laws

The Three Rivers Public Library will comply with Michigan Public Act 212 of 2000, as codified in MCL 397.606, the federal Children's Internet Protection Act (CIPA), as applicable, and all other applicable federal, state, and local laws.

The Library will maintain and enforce appropriate technology protection measures and Internet safety procedures designed to restrict access to obscene material, child sexual abuse material, and sexually explicit material harmful to minors, as required by applicable law.

B. Internet Filtering

Internet filtering and other technology protection measures are intended to help prevent access to prohibited content. However, no filtering system can guarantee that all inappropriate material will be blocked or that all appropriate material will remain accessible.

C. Responsibility for Minors

Parents and legal guardians are responsible for supervising and guiding their minor children's use of the Internet and determining what information is appropriate for their children.

Library staff do not assume responsibility for monitoring the Internet activities of individual minors.

The Library's Internet safety measures address:

- Access by minors to inappropriate material on the Internet.
- The safety and security of minors when using email, chat rooms, social networking services, and other electronic communications.
- Unauthorized access to computer systems, networks, accounts, or information.
- Unauthorized disclosure, use, or dissemination of minors' personal information.
- Measures designed to restrict minors' access to material harmful to minors.

Minors are encouraged to exercise caution when sharing personal information online.

Guidelines for Responsible Use

A. Acceptable Use

Patrons are expected to use Library computers, equipment, networks, and Internet access in a lawful, responsible, and respectful manner.

The following activities are prohibited:

1. Using Library computers or networks for illegal activity.
2. Accessing, displaying, distributing, or transmitting material that is illegal under federal, state, or local law, including obscenity or child sexual abuse material.
3. Attempting to gain unauthorized access to computer systems, networks, accounts, files, or data.
4. Hacking, introducing viruses, malware, or other harmful software, or interfering with computer or network security.
5. Attempting to bypass, disable, alter, or interfere with Library Internet access controls, filtering systems, or other technology protections without authorization.
6. Damaging, altering, removing, or improperly using Library computer equipment, software, or settings.
7. Using Library technology to threaten, harass, stalk, intimidate, or unlawfully interfere with another person.
8. Engaging in fraudulent or deceptive activity.
9. Violating copyright laws, licensing agreements, or other applicable laws.
10. Using Library computers or Internet access in a manner that substantially disrupts Library operations or another person's reasonable use of Library services.

B. Enforcement

Library staff may intervene when computer or Internet use violates this policy, the Library's Code of Conduct, or applicable law.

Staff may require a patron to discontinue prohibited activity or may terminate a computer session when necessary.

Repeated, serious, or intentional violations may result in restriction or suspension of Library computer privileges or other Library privileges in accordance with the Library's Code of Conduct and applicable procedures.

Illegal activity may be reported to appropriate law enforcement authorities when required or appropriate.

Policy Review

This policy will be reviewed periodically by the Library Board.

The policy may be revised as necessary to remain consistent with Library operations and applicable federal, state, and local laws.

Revised 9/2026

THREE RIVERS PUBLIC LIBRARY

READ. LEARN. DREAM.

Library of Things
BORROWER AGREEMENT

Patron Name: _____

Library Card #: _____ Phone #: _____

Item(s) Borrowed:

Laptop Kit	ITEM BARCODE

Check-out Date _____ Due Date: _____

Note: the item(s) must be returned inside on the due date before closing time.

I understand that I am fully responsible for the item(s) borrowed above (the term "Item" includes the item referenced above and all of the accessories for that item) and for the safe and timely return of the Item(s) to a Library staff member. **If the Item(s) or any part of the Item(s) are damaged, lost, or stolen, or late fees are incurred, I understand that I am responsible for all applicable charges.** My signature below indicates that I have read, understand, and agree to the terms of the Borrower Agreement and to pay for any items that are damaged, lost or stolen as determined by the Library. I agree to return the Item(s) by the due date and time listed on this Borrower Agreement. If the Item(s) are not returned by the due date, I understand that the Library has the authority to contact law enforcement to recover the Item(s) and that I may be subject to criminal charges. In addition, I grant my written consent for the Library to provide any information to law enforcement that is necessary to recover or assist in the prosecution regarding the Item(s) not returned by the due date.

In being permitted to borrow the Item(s), I hereby voluntarily waive, release, and discharge and covenant not to sue the Three Rivers Public Library, its successors, assignees, officers, agents, employees and volunteers (the "Releasees") for any and all claims, actions or demands of any kind, nature and description, including claims or actions for damages of death, personal injury, property damage and loss of data, and from any and all liabilities, damage, injuries, actions or causes of action either at law or in equity, whether caused by any defect in the Item, negligent act or omission of the Releasees, or otherwise arising out of or in any way related to or connected with my borrowing or use of the Item.

This is a legally binding release, waiver, discharge and covenant not to sue, made voluntarily by me, the undersigned releaser, on my own behalf, and on my behalf of my heirs, executors, administrators, legal representatives and assigns.

I have read the entire document, and my signature below indicates my agreement with the above statements

Signature of Borrower: _____ Date: _____

Approved 10/2021

J. Library of Things Policy and Agreement

Guidelines for Borrowing and Use

• The Library will provide a current list of "Things" but the list may be changed from time to time.
• Library of Things must be checked out at the Service Desk, not at self-check.
• Library of Things MUST be returned to the Service Desk, not to the book drop. Library of Things returned in the book drop or left somewhere outside or inside the Library will have a $20 fine added to the Library borrower's account.
• A valid Three Rivers Public Library card and no outstanding fines over $5.00 is required to borrow a Thing.
• Borrowers must be 18 years or older. Borrowers may not lend the Thing to another person without the Library's consent.
• *A valid Government issued ID with a picture and current address must be presented at check-out. The address on the ID and the library records must match.*

Checkout Limits

• A Thing may be borrowed for either 1 or 2 weeks, depending on the Thing. The attached List contains the borrowing limits for each Thing.
• Library of Things items may be renewed one time for 7 days unless another patron has a hold on the Thing.
• Borrowers may only check out one Thing at a time. However, the patron may check out up to two tools.
• Borrowers may reserve a Thing in advance by reserving the item in the catalog up to 5 days in advance.

Fines and Liability

• Overdue fines on a Thing will be $1.00 or $5.00 per day, depending on the Thing. The maximum overdue fine will equal the replacement cost for the device.
• If the Thing is more than 30 days overdue, it is considered lost or converted to your own use and the borrower will receive a bill to cover the replacement cost plus a $3 processing fee. If a billed item is returned in good condition, the bill will be removed from the borrower's account, but the borrower will be responsible for all overdue fines and processing fees.
• The borrower is solely responsible for the Thing and will be billed for the repair or replacement cost associated with any damage or loss of a Thing and/or accessories.
• A list of replacement costs of Things is maintained by the Library and is available for viewing upon request.
• The Three Rivers Public Library is not responsible for the loss of data, manufacturing defects in quality of workmanship or materials inherent in any borrowed Thing, or any damage caused while using a Thing.
• Borrowers must sign the Borrower's Agreement.
• Borrowers are responsible for any damage to the Thing and/or its accessories. Borrowers must cease using the Thing immediately and notify the Library if the Borrower has any concerns about the safety or state of repair of a Thing.
• Michigan Penal Code, Act 328 of 1931, MCL 750.362 and 362a, provides that any person who converts for their own use or fails to return rented tangible library property shall be guilty of larceny, and be prosecuted for a misdemeanor.

Care and Operation

• The Thing may only be used and operated in compliance with the Library's policies and manufacturer's guidelines.
• Borrower shall not make any modifications or alterations to the Thing.
• All Things shall be returned in the same or better condition as they were when issued, excluding normal wear and tear. All Things that are tools shall be returned clean. Any item that must be cleaned by staff will result in a $3.00 cleaning fee.
• Use care when handling and using the Thing.
• Return the Thing with all parts, components, and accessories.

Violations and Appeals

• The Library Director or designee may refuse to lend any of the Things if a patron has violated this Policy, including losing or damaging any Thing.
• The Borrower may appeal the Library Director or Designee's decision to the Library Board by filing a written appeal with the Library Board President within 10 business days of the notice of refusal.

Approved 11/23/2021

K. Meeting Rooms Policy

Three Rivers Public Library values the pursuit of community goals by supporting the open exchange of diverse materials and ideas. In support of our values and our mission, the library makes the Meeting Rooms available for public uses which support and further our mission.

Public use of library meeting rooms is subject to availability and compliance with the terms of this policy. When the meeting rooms are not being used by the library or library-sponsored or co-sponsored events, the space will be made available to the public.

The Library Meeting Rooms are available during normal library operating hours for groups from the library service area. The rooms may not be used for religious services or activities, political rallies or campaigns for specific partisan political issues or candidates, or by individual or group advocating discrimination, violence or noncompliance, disruption, or efforts to ignore the established international, national, state, and/or local laws, codes and ordinances.

Provision of library meeting rooms for public use in no way implies endorsement by Three Rivers Public Library or by TRPL staff, of the groups or individuals using the meeting room or their beliefs. Public meetings and events held in the library are not sponsored by Three Rivers Public Library, unless agreement to such sponsorship, or co-sponsorship, has been provided in writing by the Library Director or his/her designee prior to scheduling of the meeting room. Unless sponsored or co-sponsored by the library publicity for public events in library facilities must not imply sponsorship by, or affiliation with, the library and must contain the statement, "This program is neither sponsored, co-sponsored nor endorsed by Three Rivers Public Library." A sample of the literature must be received prior to distribution for approval by the Library Director or his/her designee.

Room Use

Meeting rooms may be used for educational, informational, civic or cultural programs. The meeting room may be reserved for book sales or other fundraising events, the proceeds of which will go to the direct benefit of the library. However, the meeting rooms may not be reserved for the solicitation or sale of any other goods, services, etc. whether benefiting an individual or a for-profit organization at the time of the meeting or in the future. The library meeting rooms are intended to host organized meetings and are not available for private, party type functions such as birthday parties.

The meeting rooms have the following time limits:

Community Room – 3 hours

Program Room – 3 hours

Children's Program Room – 3 hours

Study Room – 3 hours

Michigan Room Meeting Space – 3 hours

Use of these rooms cannot exceed 3 hours without prior approval by the Library Director. Meetings must adjourn at least 15 minutes prior to the Library closing time. Meeting room access is not allowed outside of scheduled library hours.

The scheduled group is responsible for the setting up of chairs, tables, furniture, and/or library or non-library equipment prior to the meeting and for returning all library property to the designated location upon meeting completion. Items must be returned before the library closes. The meeting rooms must be left in a clean and orderly condition – future use will be denied if this is not observed. Please ask the library staff for assistance if needed.

Food

Light refreshment and nonalcoholic drinks may be served in the meeting rooms. All food items, packaging, etc. must be disposed of prior to leaving. No food may be left or stored in the meeting room for future meetings. All drinks must have a lid. The applicant listed on the meeting room reservation will be responsible for any necessary clean-up.

Occupancy

Community Room – Occupancy is limited to a total **of forty-five (45)** people in this room. A max of **twenty** (**20)** people is recommended if using tables and chairs.
Program Room - Occupancy is limited to a total **of twenty (20)** people in this room.
Children's Program Room - Occupancy is limited to a total of **forty-five (45)** people in this room.
Study Room – Occupancy is limited to a total **four (4)** people in this room
Michigan Room Meeting Space – Occupancy is limited to a total of five **(5)** people in this room.

This policy does not apply to meetings or use of the meeting rooms by the Three Rivers Public Library or programs sponsored or co-sponsored by the library.

Scheduling

Meetings must be scheduled by written application at least two weeks in advance of the date for which the room is needed. The application form is available at the circulation desk and online. It must be completed by the designated representative of the group requesting the use of the room. Scheduling is arranged on a first-come, first-serve basis. Approval for use will be given by the authority of the Library Director.

The Library has priority over any group for use of the meeting rooms. Every effort is made to avoid scheduling conflicts, but if such should occur, use of the room by the Library will take precedence.

Responsibility and Liability

The executive officer of the organization using the meeting rooms is responsible for any damages to the room and/or its furnishings during such use. The Library Board and staff do not assume any liability on groups or individuals attending a meeting in the library.

Fee Schedule

Individuals or organizations not able to meet the criteria for free use of library meeting rooms may be eligible to rent library meeting rooms for a fee, subject to a determination that the proposed use is appropriate to the space, and not disruptive to regular library functions. Final determination regarding eligibility to rent library meeting rooms rests with the Library Director or his/her designee.

Meeting room rental fees will be charged in accordance with the following fee schedule adopted by the Library Board of Trustees.

THREE RIVERS PUBLIC LIBRARY

READ. LEARN. DREAM.

Fee Schedule

Category 1	No Charge	Library uses and co-sponsored programs.	Library sponsored or co-sponsored cultural events, library programming and library educational events.
Category 2	No Charge	Three Rivers Resident, Educational, Cultural, Informational or Governmental/Civic Activities, Non-profit 501(c)(3)	Homeowners' associations, public lectures, panel discussions, workshops, and other similar functions.
Category 3	$50.00/per session (up to 3 hours).	For-Profit Organizations/Businesses within Three Rivers service area.	For-profit businesses of Three Rivers residents or businesses located within Three Rivers.
Category 4	$200.00/ session (up to 3 hours).	Non-Resident	Non-Resident for-profit groups, individuals or organizations.
Category 5	N/A	No usage permitted	For-profit groups or organizations soliciting or selling products or services are not eligible to use library meeting rooms or any of the groups noted as unable to use the room in the policy.
Additions	$25.00 *Cleaning Deposit $30.00 Equipment Rental fee		*Depending on the nature of the event (craft, food service, etc.) a $25 cleaning deposit may be required. Projector, laptop, DVD player, microphone, presentation remote, extension cord. Nonrefundable fee. These Additions are further described in Section 6.

Revised 7/2020

L. Patron Privacy Policy

Three Rivers Public Library
Patron Privacy Policy
Third Party and Law Enforcement Requests
for Library Records and User Information

The legal custodian of records for the Three Rivers Public Library is the Library Director who is designated as the Library Privacy Officer. As Library Privacy Officer, the Library Director is the person responsible for responding to any request for library records or information about a library user from a third party.

The Library Director may designate one or more library employees to serve as an assistant Library Privacy Officer who shall be responsible for responding to any request for library records and information about a library user when the Library Director is absent or otherwise unavailable.

The circulation and registration records of the Three Rivers Public Library shall not be made available to any third party including local, state, or federal law enforcement officers, except:

(1) When a third party presents an authenticated court order, issued by a court of competent jurisdiction, following prior notice to the library of the request and an opportunity for an authorized representative of the library to be heard by the court as to the request; or

(2) With the written consent of the person (library user) liable for payment or for return of library materials as identified in the record requested by the third party.

No library employee, volunteer, or other agent of the library may release library records or reveal information about a library user to any third party, including law enforcement agents, unless authorized to do so by the Library Privacy Officer of designated assistant Library Privacy Officer.

This policy was adopted by the Three Rivers Library Board on January _____, 2007 pursuant to the Michigan Library Privacy Act, Act 455 of 1982, as amended.

Reviewed 7/2020

M. Unattended Children Policy

The care and behavior of minor children visiting the Three Rivers Public Library is the responsibility of the parent/guardian. The library does not act *in loco parentis*.

Library staff welcomes children of all ages to enjoy the library and library materials but cannot accept responsibility for their safety and supervision. Parents/legal guardians are responsible for their children's safety and behavior while in the library or on library property and will be held responsible for damage to library property caused by their children. All children of all ages are subject to the Library Code of Conduct.

Unattended Child When the Library is Open

Children under 8

Children under the age of 8 may not be left unattended by an adult in any part of the library. If children under 8 are found without an adult, staff will attempt to locate the parent or caregiver.

Children 9-12

Children 9-12 are welcome to use the library unattended, as long as an adult remains in the building. They should not be left unattended for extended periods of time.

Children 13 years and older

Children at least 13 years old are able to use the library responsibly. If problems arise, they may be asked to leave or parents may be contacted. Parents and caregivers must be available for pick up while the child is at the library. Any unattended child must have a way for the staff to contact the parent or caregiver at all times when they are left unattended at the library.

*No child under the age of 16 may be unattended in the library one half hour before library closing.

If any child age 8 and under is left unattended or any age child becomes anxious or disruptive, the staff will do the following:

1) Attempt to locate the parent or caregiver.
2) Call the parent or caregiver phone number on record.

It is the responsibility of the parent or caregiver to be accessible to pick up their child at any time.

Unattended Youth during Emergency Closings

The Three Rivers Public Library will close due to emergencies because of inclement weather, power outages, etc.

Please remember, staff must have a way to contact a parent or caregiver for any child left unattended between the ages of 9 and 16. Definitive pickup arrangements must be made for your child before closing time.

10 minutes before closing the library or when closing due to an emergency, an adult staff member will call the parent or caregiver to verify the child will be picked up before closing. If a parent or caregiver cannot be reached after trying for 15 minutes, the police department will be asked if they can assist the staff in helping to get the child home safely.

*Staff will not drive a child home.

*Staff will make a written report concerning the incident.

For our children's safety, we ask that adults refrain from using the children's room for personal use.

Revised 7/2020

N. Makerspace Policy

To facilitate the exploration of new technology, which will help participants gain practical skills and experience with that technology.

-To encourage participants to utilize their creative and "maker" skills as they create new things.
-To encourage creativity, collaboration, the sharing of skills/knowledge, and social connections among participants.

I. Participants may use the Makerspace supplies and equipment in the following ways:

1. As part of a program or workshop: These workshops will involve all participants working on the same activity and will generally not require advanced technological skills.
2. During Staffed Hours: TRPL will strive to hold as many "drop-in" times as possible, during which times the TRPL staff will be available to assist users with the materials and equipment.
3. One-on-One: The Makerspace will be available by appointment for users who wish to have more assistance with their project. 3D printing is available only by appointment or through direct submission.
4. On their Own: The Makerspace will be available for independent use during drop-in times and when no other program is scheduled. However, Makerspace Staff will not always be available to assist patrons. Patrons can still use the room and some certain equipment on their own during those times. This option is best for those who

are comfortable using the Maker Space equipment independently. Patrons can also bring in their own projects to work on.

II. Conditions Prior to Use

(1) Prior to using the Makerspace or participating in a Library hosted “workshop” for the Makerspace, patrons must sign a Release of Liability Agreement. The patron will be considered the “User” for the purpose of the Release of Liability Agreement. If the patron is under the age of 18, a parent or legal guardian must sign the Release of Liability Agreement. Patrons must also participate in a training session with Makerspace staff or participate in a Library hosted “workshop” for using the equipment from the Makerspace and review this Policy before using the Makerspace.

(2) Users under age 14 must be accompanied by a parent or caregiver over the age of 18 while using the Makerspace unless they are attending a sponsored Library workshop involving the use of the Makerspace.

III. The following policy establishes terms of use:

1. Three Rivers Public Library’s policies, including but not limited to the Patron Behavior Policy and Internet Policy, apply to the Makerspace. Failure to comply with TRPL policies may result in loss of Three Rivers Public Library privileges.

2. Equipment in the Makerspace, including by not limited to 3Dprinting, may be used only for lawful purposes subject to any condition set forth in this policy or any other TRPL policy. The public will not be permitted to use the equipment in the Makerspace to create material that is:

A. Prohibited by local, state, or federal law or regulation.

B. Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.

C. Obscene, sexually explicit, or harmful to minors.

D. In violation of another’s intellectual property rights. The patron will be responsible for compliance with all intellectual property laws, including patent, trade dress, trademark, and copyright laws. Responsibility for possible copyright or any other intellectual property infringement lies solely with the user and TRPL disclaims any responsibility or liability resulting there from. The person requesting to use Makerspace equipment is liable for any infringement.

i. Weapons or weapon replicas of any kind.

ii. Produced for commercial purposes or goods to be sold for profit.

3. TRPL is not responsible for any manufacturing defects, issues with quality of workmanship, safety, or flaws or failures in materials associated with the use of the Makerspace tools or equipment. TRPL is not responsible for failed 3D prints, although we will do our best to assist in completing successful 3D prints.

4. TRPL is not responsible for any loss of digital data, injuries, property damage or other damage to materials provided by users or caused by objects or materials using 3D printers.

5. Some of the Makerspace equipment can only be operated under the supervision of designated TRPL staff.

6. Equipment in the Makerspace and 3D printing via electronic submission is available for use on a first-come, first-served basis unless a patron has reserved a specific time to use the equipment.

Patrons are responsible for bringing their own materials except for 3D printing filament/resin and when attending TRPL sponsored workshops. TRPL staff must approve all materials before they are used.

Users (or, if minors, their parents/guardians) are responsible for any fees incurred for loss or damage to TRPL property, not associated with normal wear and tear, that is the result of inappropriate or unauthorized use of tools, equipment, or consumable materials, or for clean-up of the tools, equipment, or space. TRPL is not responsible for any damage to or loss or theft of users' personal property including electronic files left on TRPL computers.

The Three Rivers Public Library Director and designated staff reserve the right to:

-Refuse any request/service.

-Review and approve all materials before using equipment in the Makerspace. If there is a problem with designs and/or production, the patron will be informed. TRPL cannot guarantee a successful project or time frame of completion. Failed projects may be attempted two more times.

-Halt, delete, or disallow the creation of items that violate any TRPL policy.

-Stop a request due to time or equipment capabilities.

-Set a limit as to the maximum number of projects.

-Close the Makerspace at any time for programs or maintenance with little or no notice.

The Patron agrees to follow the safety policies and procedures involved with the Makerspace, including the following:

The Patron will follow all equipment safety procedures as documented if neither a training session, workshop and/or detailed in the owner's manuals. Owner's manuals will be available for review by the User.

The patron agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, he/she will immediately discontinue use of the tool and notify TRPL staff.

The Patron must report any accident/incident that occurs to a TRPL staff member at the time of the accident/incident.

The patron agrees that items used in the Makerspace are to be returned in the same condition as they were issued, barring normal wear and tear. The Patron agrees to pay for the loss or damage to any items and further agrees to accept TRPL staff's assessment of fair restitution for damage, dirtiness, delinquency and/or loss of items in part or total.

The Patron agrees to take precautions to avoid causing unnecessary mess. The Patron agrees to clean up his/her workspace following use and will inform a TRPL staff member if they are unable to return a work surface, tool, or equipment to its original state.

The Three Rivers Public Library is not responsible for the following:

-TRPL does not accept responsibility if a project is destroyed, does not print correctly, or does not work.

- TRPL will not offer refunds for supplies used.

-TRPL does not accept responsibility if a patron's personal equipment (VHS, DVD) is damaged or destroyed while using the tools.

Food and drinks are prohibited when using the Makerspace.

Users must save their work on their own external memory source – external hard drive, CD, DVD, cloud storage, or flash drive.

It is the responsibility of the User to delete and/or remove any files (digital or print) from the TRPL equipment in the Makerspace. TRPL is not responsible for equipment or files (digital or print) left behind by Users.

While TRPL makes every effort to oversee the use of the equipment, usage of the equipment is not under the direction or control of the TRPL. Approval to use the Makerspace does not constitute endorsement by TRPL of the uses to which the space is put or the products produced

therein. TRPL is not responsible for any object created with the use of the equipment, including any harm or injury incurred because of any usage of the equipment.

The Makerspace is not a single occupancy room. More than one patron/group may be in them at a time, working on different projects.

All equipment in the Makerspace must stay in the Makerspace.

The library reserves the right to place limits on the number of items patrons create due to the availability of resources.

3D Printing

In addition to the above policy provisions, the following are applicable to 3D printing:

If submitted electronically, the print file submitted must be sent in .STL format.

Only one print request per person will be accepted and printed at a time. A person may submit one request every two weeks.

The print object must be smaller than 9.8” x 8.2” x 8.2”. Library staff reserve the right to resize projects unless dimensions are specific in the request.

The nature of 3D printing does not allow complete member privacy, but the library will comply with the Library Privacy Act.5

The printer will only print an object in a single color. Color preferences may be submitted, and we will do our best to accommodate requests, but the library staff will determine the color of the filament based on availability.

<u>Fee Schedule for Makerspace:</u>

3D Printing

The cost for 3D printing is 10 cents per gram with a minimum cost of $1.00.

Button Making Machine

The cost is $0.25 per button.

Laser Cutter

$5 cleaning fee for projects

Added 10/2024

V. Staff Policies

A. Director's Responsibilities

The Director shall serve as the executive and administrative office of the Library Board and shall be charged with implementing the policies of the Library. The Director shall prepare an agenda and a complete Board Packet for each meeting, which will be ready at noon on the Friday before a scheduled meeting; shall attend all meetings; and shall participate without vote in deliberations of the Library Board.

The Director shall be responsible for the development and maintenance of a Staff Manual, which will outline the duties and responsibilities of the remaining staff.

Reviewed 7/2020

B. Professional Organizations

Staff members shall be encouraged to join appropriate professional organizations and to participate in meetings of those organizations whenever possible.

Reviewed 7/2020

C. Public Relations

1. The Library shall maintain an active public relations program, both internally and externally, in order to acquaint the community with services offered by the Library and to develop support for the Library.
2. Every member of the staff shall be a part of the public relations program by providing exceptional customer service. Constant efforts shall be made to give alert, cheerful, courteous, and helpful services to every patron.
3. There shall be a regular program of publicity for the Library, utilizing all communications media, talks and programs for special groups, and displays and exhibits.
4. Special occasions, such as National Book Week, the Summer Reading Program, and National Library Week, shall be promoted.
5. Community groups shall be given space on the bulletin board, as available to publicize activities of general cultural value and interest upon approval of the Library Director.
6. Students in schools shall be encouraged to become acquainted with, and to use, the Library.

Revised 7/2020

D. Personnel

1. The Board of Trustees strongly believes that good personnel administration results in maintaining and improving the Library's program of community services.
2. The Library shall seek to obtain and retain the best available personnel for its professional and non-professional staff, and at all times will follow personnel practices that help staff members grow in position, stature, and abilities.
3. The Library shall constantly seek to meet the standards of the American Library Association as to Library personnel qualifications and salaries.
4. Personnel practices and policies shall be governed by the rules of the Library Board.
5. Position vacancies may be advertised in professional journals and contact may be made with Library schools.
6. There shall be no discrimination in hiring, promotions, demotions, or discharges because of age, gender, national origin, race or religion.
7. Qualifications and ability shall be the basis of selection of employees for hiring and promotion.
8. Evaluations and recommendations of the Library Director with regard to a professional or non-professional staff member shall be discussed in detail with the staff member by the Director. The Library Director shall be evaluated annually by the Library Board.

Reviewed 7/2020

E. Staff Development

1. Staff development shall be promoted at all times through in-service training opportunities. Availability and use of professional and other pertinent materials, and other recognized methods for aiding the growth of staff members shall be actively pursued to enhance their abilities, knowledge of and/or interest in subjects, methods, ideas and/or suggestions, to benefit the Library and the public it serves.
2. In-service training and materials shall be available without cost to the staff members on matters of direct, practical concern with their work. The Director reserves the right to limit the number of staff members participating in training courses at any one time.
3. Staff members, on their own time, may engage in a course of study at an accredited college or university or in a recognized adult education program. An exception to this rule is the attendance of Library of Michigan-sponsored workshops for certification. In such case, the staff member shall attend the workshop on Library

time. The Library shall reimburse staff members for the cost of workshops attended for certification or accreditation.

4. Current in-service training methods such as committees, special projects and programs, tours of other library systems, staff meeting and discussion groups shall be encouraged.
5. Work assignments shall give staff members the opportunity to grow through accomplishing ever more difficult and responsible position duties within the work unit. Each employee may be given every opportunity to learn about activities performed by other staff members in his or her work unit.
6. Each year, the Director will plan a minimum of ½ day or full day dedicated to staff in-service for the purpose of training, continuing education and team building activities. The Library Board will approve a day for closing the library to the public.

Revised 7/2020

F. Staff Computer Use

The library provides computers for the staff for the sole purpose of furthering the mission and goals of the Three Rivers Public Library. Because these tools are an expensive and limited commodity, regulations governing their use are necessary and commonplace in the workplace. Computers are provided for employees to better serve library patrons. As such, staff computers are for work-related use only and may not be used for personal use. Only software that has been approved by the Library Director and for which the Library holds appropriate license or other rights to use may be installed on Library computers. All requests to install software on Library computers, including "shareware" or World Wide Web browser "plug-in" programs, should be referred to the Library Director for handling. Violation of this policy will result in disciplinary action.

Reviewed 7/2020

G. Library Credit Card Use Policy

1. The Library will follow all policies and procedures for the City of Three Rivers Procurement Card Program which is administered by the Finance Department of the City of Three Rivers.
2. The Library Director is responsible for the issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
3. The credit card shall only be used by the designated library employees for the purchase of goods or services for the official business of the library.
4. The designated library employees using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business.

5. The designated library employee issued the card is responsible for its protection and custody and shall immediately notify the Library Director if the card is lost or stolen.
6. The designated library employee must immediately surrender the card upon termination.
7. The Library Director shall monitor the use of the credit card, including approval of credit card invoices before payment. All credit card invoices shall be included in the monthly Library Board financial statements for review.
8. Disciplinary measures consistent with the law shall be applied for unauthorized use. Employee's unauthorized use of the credit card shall be disciplined with possible dismissal.
9. The Director designates employees authorized to use a procurement card.
10. The total line of credit for the Library credit card shall not exceed $5000.00.

Reviewed 7/2020

H. Library Staff Dress Code

The library is a public service agency and each employee is a representative of the library. A staff member who follows this dress code indicates care for their own position, the library, their colleagues, and most importantly, our patrons. Accordingly all employees are expected to dress in a business-like manner. Employees are asked to consider the message or image conveyed to colleagues and public by their choice of attire and to make appropriate choices.

During business hours or when representing the Three Rivers Public Library, the following personal appearance guidelines should be followed:

1. All staff members are expected to wear a library identification badge.
2. All clothes must be clean and neat without tears or rips.
3. Shoes are to be worn at all times.
4. Offensive body odor or poor personal hygiene are not acceptable; also perfume, cologne, and scented lotions should be used moderately or avoided.
5. The following items are not allowed:

   Athletic or casual shorts

   Excessively-revealing clothing including tank tops, strapless or midriff tops, T- shirts with inappropriate logos, words, or images, sweatpants, or exercise clothes

   Flip flops, thongs, slippers

The Library Director reserves the right to determine appropriate piercings and visible tattoos.

Casual Days

Every Friday will be a designated casual day. Our primary objective is to have employees project a professional image while taking advantage of more casual and relaxed fashions. Casual dress offers a welcome alternative to the formality of typical business attire.

However, not all casual clothing is appropriate for the office. Casual business wear means clean, neat, professional clothing. It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace.

Listed below is a general overview of acceptable casual business wear as well as a listing of some of the more common items that are not appropriate for the office. Obviously, neither group is intended to be all inclusive. Rather, these items should help set the general parameters for proper casual business wear and allow you to make intelligent judgements about items that are not specifically addressed.

Examples of acceptable casual business wear include:

1. Jeans
2. Non-denim shorts (no shorter than mid-thigh)
3. Golf shirts and sweatshirts
4. Athletic shoes

Examples of inappropriate clothing items that should not be worn on casual days include:

1. Jeans that excessively worn or faded
2. Sweatpants
3. Jogging suits
4. Spaghetti-strap dresses
5. Flannel shirts and t-shirts
6. Tank tops and halter tops
7. Shoes that are excessively dirty or warn
8. Visible undergarments

For some, traditional business attire may simply remain a more favored option on casual days. The choice will be yours. We hope and fully expect that casual days will help make our workplace more enjoyable and productive.

Revised 7/2020

VI. Collection Development Policies

A. Materials Selection Policy

The selection policy for library materials shall be as follows:

1. The Library collection will be selected and maintained to provide materials, which will meet the individual and common needs of all the people of the Three Rivers Public Library service area for on-going access to information within the full scope of recorded human expression. The library collection will provide its users a source of life-long learning and entertainment, a forum for the exploration of ideas, a repository for a point of access to the dreams, aspirations, and visions of humanity. The collections will reflect the diversity of its users, the variety of their interests, and the heritage of their communities.

   The library collection will 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.

   Factors to be considered in adding specific materials to the library collection shall include: present collection composition; collection development objectives; interest; demand; timeliness; audience; significance of subject; author, or the title; diversity of viewpoint; and effective expression. No materials shall be excluded because of the race, nationality, religion, political, or social view of the author.

   The Library will be responsive to public suggestion of items and subjects to be included in the library collection and will provide opportunity for, and will accept requests for purchase.

2. The Board recognizes that full information about issues of public concern requires access to information sources, which embody, represent and illustrate those concerns. Access to resources and service will be provided on a fair and equitable basis.

   The Board believes that reading, viewing, listening, and use of library materials are individual, private matters. While anyone is free to select or reject materials for himself/herself, he/she cannot restrict the freedom of others to read or inquire. Parents have the primary responsibility to guide and direct the reading, viewing, and listening of their own minor child. The Library does not stand *in loco parentis*.

3. Selection is accomplished under the policies adopted by the Board; it is and shall be vested in the Director of the Three Rivers Public Library and under his/her direction, in such members of the staff who are qualified by reason of education, training, and job responsibilities.

Except as further provided in this selection, all materials selected under this policy are considered constitutionally protected until such time as they are determined unprotected by judicial action in courts of competent jurisdiction and after all appeals have been exhausted.

If the Director or the Board is concerned that an item is "harmful to minors" as defined in Michigan Act 33 of 1978, MCLA 722.673 *et seq*., an opinion may be sought from the City Attorney of Three Rivers, Michigan. If the City Attorney provides an opinion that the item is "harmful to minors" under that statute, the item shall be maintained so persons under eighteen years of age do not have access to it unless the Board adopts a resolution rejecting the opinion of the City Attorney.

As applied under this policy and under Act 33 of 1978, MCLA 722.673 *et seq*., "harmful to minors" means sexually explicit material, which meets all of the following criteria:

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

Interpretation of the above criteria shall be in accordance with relevant state and federal court decisions.

Reviewed 7/2020

B. Michigan Room Collection Development Policy

Purpose

The purpose of the collection is to provide resource materials targeted towards individuals conducting local history or genealogical research in the Michigan Room. The Michigan Room of the Three Rivers Public Library is a valuable repository for items pertaining to family genealogy; history of local organizations; government (village, city, and township), county information; war records; births and obituaries, including cemetery records.

Responsibility

Responsibility for the professional supervision of the selection of local history and genealogy materials rests with the Director of the Three Rivers Public Library. The Director will select, retain, and weed local history and genealogy research materials within the guidelines of this policy and the general material selection policy of the Three Rivers Public Library.

Loan Policy

Materials in the Michigan Room do not circulate.

Access

The Michigan Room is open during established library hours.

Assistance

The Michigan Room will not be staffed to perform lengthy or extensive local history/genealogical requests. Some reference assistance is available from circulation staff and volunteers. Brief requests for information may be addressed to the library director by phone, email, or regular mail.

General Selection Guidelines

The Michigan Room collection contains historical and genealogical research information that focuses on the history of the City of Three Rivers, the history of individuals residing or who have resided in Three Rivers; the history of St. Joseph County and individuals who have resided in St. Joseph County; and the history of organizations, now defunct, which have operated in Three Rivers.

Permanent collections will be selected based upon the material's fit within the scope of the collection, and the Library's ability to properly care for and preserve the material.

Any materials donated to the Library, if duplicates or if not pertinent to the focus outlined above, will be forwarded to an appropriate agency, including the Library of Michigan, Western Michigan University Archives, the St. Joseph County Historical Museum, the Silliman House, and Allen County Public Library, in Fort Wayne, Indiana.

Exclusions

The library will not accept restricted collections and will not collect duplicates of materials in our holdings; undated and unidentified photographs of people; newspapers available on microfilm; three-dimensional artifacts ; local and state government records in their original form; or books by Three Rivers authors that are outside the scope of our collection policy.

Weeding policy

Materials already in the collection which do not reflect the collecting areas of the Michigan Room may be removed and offered to other more appropriate institutions.

Gifts and Donations

Gifts and donations are important to supplementing the Michigan Room collection. Donations are accepted if they fit the criteria of this policy and if they can be used in an effective manner. Donations that are determined to have a more selective use in another more suitable environment are not accepted, but referred to other locations that may or may not accept the donation. Selectivity is critical to the maintenance of the collection in order for the collection to continue to support its core research areas.

Reviewed 7/2020

C. Discard Policy

The discard policy for library materials shall be as follows:

1. The Board recognizes that discarding no-longer-useful materials from the collection is an important part of the maintenance of the library collection as the initial selection.

   Weeding is an essential and ongoing component of collection development. In order to ensure the health and viability of the collection, items will be removed for such reasons as being outdated, unused or damaged.

   Criteria for Weeding
   Library materials of all types may be candidates for weeding based on the following criteria:

   Currency
   The contents of library materials should be accurate and up to date. Materials that can be superseded by newer, revised, or updated edition may be weeded.

   Usage
   Materials with low or no usage for a minimum of the last five years may be weeded. Library personnel may consult circulation statistics or other reports to determine potential materials for weeding.

   Physical Condition
   Material that are damaged or badly deteriorated and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case by case basis.

   Duplicates
   Due to space limitations, duplicate copies of library materials may be weeded. Staff will take into account the need for an additional copy due to heavy use.

   Completeness
   Materials that are part of a multi-volume or series set of which the library does not have all components may be weeded.

   Uniqueness
   The library will make all efforts not to weed materials that are considered unique or historically relevant to the Three Rivers area.

   Format Obsolescence
   Materials in obsolete formats may be weeded if the content is available in a more relevant format or if the format is in poor condition.

   This section is not intended to sanction removal of library materials based upon any controversy surrounding the materials.

2. Discarded materials may be offered to the public for sale; transferred to other libraries, public education, service, or non-profit organizations; recycled; or disposed of in other appropriate ways.

Revised 7/2020

D. Gift Materials

Gifts of any nature to the Three Rivers Public Library may be accepted and acknowledged with thanks by the Director, provided that no conditions are placed by the donor on their use by the library system. The gift will be evaluated. If the gift has no current use in the library collection in the opinion of the library staff and Director, the Director may return, discard, or otherwise dispose of it.

Considerations for items being accepted include:

- **Relevance to the library collection.** Old magazines, outdated material formats not offered, etc. will not be accepted.
- **Expansion potential** – Duplicates of materials already in the collection will usually be declined to maintain space for collection growth**.**
- **Item Condition** – Items in poor physical condition (i.e. Brittle paper, water damage, written in, torn or missing pages or covers, etc.) are typically declined. Items with mold are always declined.
- **Preservation and storage needs** – Materials that require large amounts of space and are infrequently used are usually declined.

All donors are asked to fill out a donation form and provide a complete list of the items donated. Gifts of materials may be acknowledged but not appraised. Donors must set value on a gift for which they wish to make a tax deduction.

Gift additions must meet the same selection criteria as purchase materials in addition to those mentioned above and are accepted subject to the following limitations:

The library retains full ownership of the gift;

The library makes the final decision on its own use or other disposition of the gift;

The library reserves the right to decide the conditions of display, housing, access, and retention.

Gift of controversial materials shall be evaluated as part of the regular selection policy.

Monetary gifts shall be encouraged in order to add to the collection and facilities of the Library. The Board shall have final authority to approve the purpose and/or use of any such gift.

Revised 7/2020

E. Controversial Materials

The Three Rivers Public Library Board upholds the freedom of information for all as stated in the American Library Association (ALA) *Bill of Rights, The Freedom to Read Statement,* and *the Freedom to View Statement.*

The library provides information reflecting differing points of view and strives to represent all sides of controversial issues. The library encourages the examination of diverse opinions and materials. The library does not exclude materials from the collection solely because they are controversial.

Library materials are carefully selected and retained according to established professional standards and sources such as user requests and suggestions, and reports in library literature. Material selection and retention are not determined by pressure from external groups or individuals, nor by the possibility that youth may be exposed to materials intended for an adult audience. Children's parents or legal guardians are solely responsible for their children's use of library materials.

The Board recognizes the right of individuals to reject materials for themselves, however, they cannot restrict others' freedom of access to materials. The library board maintains that no person in a democracy has the right to prevent another from using specific materials by demanding their removal from the collection. According to the ALA freedom of information principles cited above, the board directs that whenever censorship is involved, library materials will be removed from the collection only by court order.

Any individual questioning materials will be given a copy of the library's Materials Selection Policy, this Controversial Materials Policy, the Library Bill of Rights, and the Freedom to Read Statement. After reading these, a patron that is still questioning material may state his/her opinion in writing on the Reconsideration of Materials Form. The completed form and the material in question will be reviewed by the Library Board. The Library Board will determine if the material under consideration meets the criteria of the policy and will make a recommendation to the Director who will prepare a written reply to the individual.

In the event that a complainant charges that a particular item is not protected under the First Amendment of the Constitution, the onus of proof rests with the complainant.

Material under question will remain in the active collection until such judicial determination is made.

The library collection will be organized and maintained to facilitate access. Any labeling, sequestering, or alteration of materials because of controversy surrounding the material will not be sanctioned.

F. Special Collections

Special collections may, from time to time, be established within the library system to address specific and specialized needs, as determined by the Director with Board approval. Additional materials shall be purchased for these collections as determined by the library system.

Revised 7/2022

THREE RIVERS PUBLIC LIBRARY

READ. LEARN. DREAM.

Request for Reconsideration of Material Form

The trustees of Three Rivers Public Library have established a materials selection policy and a procedure for gathering input about particular items. Completion of this form is the first step in that procedure. If you wish to request reconsideration of a resource, please return the completed form to the library director.

Date: _____

Name _____ Are you a current library card holder? Yes / No

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent self? ____ Or an organization? ____ Name of Organization _____

1. Resource on which you are commenting:

___ Book (e-book) ___ Magazine ___ Digital Resource ___ Newspaper
___ Movie ___ Audio Recording ___ Game ___ Other

Title _____

Author/Producer _____

2. What brought this resource to your attention?

_____

_____

3. Have you examined the entire resource? If not, what sections did you review?

_____

_____

4. What concerns you about the resource?

_____

_____

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

_____

_____

6. After reading the library's Materials Selection Policy, Controversial Materials Policy, the Library Bill of Rights and the Freedom to Read Statement, attached to this form - Do you believe the material falls outside of the policies? If so, explain why.

_____

_____

_____

7. What action are you requesting the board consider?

_____

_____

VII. Financial Policies

A. Budget

The annual library budget must be reviewed (February), approved (March), and adopted by the Board before it is submitted to the City Manager and/or the City Commission.

Revised 7/2020

B. Funding

1. Every effort shall be made to obtain state and/or federal funding available to public libraries. It shall be among the duties of the professional staff to consistently seek ways in which additional funding may be obtained.

2. The Library Board shall make every effort to endeavor to enlarge the financial support of the Library so that facilities, materials, and services required to serve the patrons and community are available when needed.

Reviewed 7/2020

C. Invoices

The Library Board conveys authority to the Director of the Library to approve invoices in amounts up to $15,000, but the Board wishes to see copies of those invoices. Invoices over $15,000 are subject to board approval.

Revised 7/2025

VIII. Emergency Policies

A. Library Emergency Closure Policy

The Three Rivers Library will follow the established days and hours of operation as set by the Board of Directors. However, there may be exceptions to the established days or hours.

The Director will not open the Library if the public is advised to keep off the roads due to adverse weather.

In the case of loss of power during open hours the library will be evacuated and remain closed the remainder of the day.

In the case of loss of power before opening hours the Director will obtain an estimate for the resumption of service and will notify staff when to report.

In the case that the tornado warning sirens are sounding the patrons will be given a choice to leave or remain. Leave doors unlocked. Staff and patrons will take cover under tables in the Michigan Room, the Tech Room, or in the basement until the warnings are lifted.

In the event of gas odors the library will be closed and immediately evacuated of all patrons and staff. 911 will be called from outside the building.

In the event of fire or smoke the building will be immediately evacuated and closed. 911 will be called from outside the building.

In case of the discovery of a suspicious object or substance the Library will be evacuated and closed. The proper authorities will be notified. Once it has been determined safe the building will be reopened.

In the case of winter related weather, the Library will follow the winter weather closing policy of Three Rivers City Hall during weekday hours. During evening and weekend hours, closure will be determined by the Director.

If a situation should arise that is not covered in the policy the Director will contact the board chairperson, or in that person's absence the vice chairperson, to determine the proper course of action. If public safety is an issue we will always place safety above all other concerns.

Revised 7/2020

B. Fire Evacuation Plan

The Library will have a fire evacuation plan to route Library staff and patrons to doors leading to the outside. Any door designated as a fire evacuation door must be one in which egress can be made without a key, wrench, or any other unlocking device.

The evacuation plan will be developed by the Library Director and the Three Rivers Fire Department and posted throughout the Library.

Reviewed 7/2020

C. Infectious Disease Policy

Purpose

In the event of an infectious disease outbreak, the Three Rivers Public Library will take proactive steps to protect the library, staff, and patrons.

Safety Measures

During an outbreak, the library will:

- **Increase Cleaning Protocols** - The library will establish and follow reasonable cleaning protocols, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, public computers, breakrooms, meeting rooms, door handles, and railings. This may include removing objects and materials from the public areas and wiping down surfaces after library programs.
- **Personal Responsibility** – We ask all patrons to cooperate voluntarily in taking steps to reduce transmission of infectious disease in the library. The best strategy remains the most obvious – frequent handwashing with warm, soapy water, covering your mouth whenever you sneeze or cough; and discarding used tissues in wastebaskets. We will also offer hand sanitizer within the library. During an infectious disease outbreak, it is critical that patrons do not enter the library while they are ill and/or experiencing symptoms, such as fever, cough, sore throat, runny or stuffy nose, body aches, headaches, chills, and fatigue. Currently, the Centers for Disease Control and Prevention ("CDC") recommends that people with an infectious illness, such as the flu, remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medication.
- **Directors Role**; **Authority** – Because each infectious disease outbreak may have unique or different issues, the Library Director (or other person appointed by the Library Board) will monitor and coordinate events around a specific infectious disease outbreak. The Library Director has the authority to:
- ***Cancel or Limit Services*** – The Library Director may cancel or limit programs or services to ensure the safety and security of staff and patrons. This includes canceling scheduled meetings held in any Library meeting room. The Library Director shall use reasonable efforts to post notices of the program changes and cancellations, including posting notices at the Library and on the Library's website.
- ***Library Closure*** – The Library Director has the authority to close the Library during any infectious disease outbreak. The Library Board shall meet within 7 days, if conditions allow, or as soon as they are able to determine whether to (1) reopen the Library or (2) extend the closure time period. The Library Director shall use reasonable efforts to post notices of the closure, including posting notices at the Library and on the Library's Website.

Approved 7/2020

Appendix A – The Library Bill of Rights

Library Bill of Rights

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

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

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

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

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

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

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

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

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

Inclusion of "age" reaffirmed January 23, 1996.

Appendix B – The Freedom to Read

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers

and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and

teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people

read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association
Association of American Publishers

Subsequently endorsed by:

American Booksellers for Free Expression
The Association of American University Presses
The Children's Book Council
Freedom to Read Foundation
National Association of College Stores
National Coalition Against Censorship
National Council of Teachers of English
The Thomas Jefferson Center for the Protection of Free Expression

Appendix C – Three Rivers City Code 2015 Section 2-18, Section 4-15

Source: Three Rivers City Code 2015

2-18 LIBRARY BOARD. There is hereby created a Three Rivers Public Library Board (hereafter in this Section called the "Library Board"); the members of which shall be appointed by the Mayor with the approval of the City Commission in accordance with Public Act 164 of 1877, as amended. The composition of the Board and its duties are as follows:

(A) The Library Board shall be composed of five (5) Directors who shall be chosen from citizens at large with reference to their fitness for the office. The terms of office of Directors of the Library Board shall be for three (3) years. Vacancies on the Library Board occasioned by removals, resignations, or otherwise shall be filled in like manner as original appointments. No Director shall receive compensation for service on the Library Board.

(B) The Directors of the Library Board at the first meeting of each year shall elect a President, Vice-President, Secretary, Treasurer, and any other officers the Library Board believes necessary.

(C) The Library Board shall, with the assistance of the Librarian, plan the orderly development and maintenance of the programs, properties and facilities and the purchase of needed books and equipment for the Library. The Library Board shall have the supervision, care and custody of the buildings and rooms of the Library and shall keep the same in a safe and presentable condition.

(D) The Library Board, after due consultation with the Librarian and study of the needs and requirements of the Library, shall prepare and submit to the City Manager by April 15 an annual budget for the anticipated money needed in the coming year for the development and maintenance of the Library programs, facilities and properties and for the purchase or repair of books and equipment, and for the maintenance and repair of the grounds, building and rooms of the Library.

2-18.1 Definitions. As used in this Section.

Librarian means the person appointed by the Library Board having general supervision of the Library.

Library means the Three Rivers Public Library.

Library Board means the Three Rivers Public Library Board created to operate, maintain, and develop the Three Rivers Public Library, its programs, properties and facilities.

Library Card means a card or plate issued by the Library for the purpose of identifying the person to whom the library card was issued as authorized to borrow library materials, subject to all limitations and conditions imposed on borrowing by the Library Board.

Library Material means a book, plate, picture, photograph, engraving, painting, drawing, map, newspaper, magazine, pamphlet, broadside, manuscript, document, visual material, magnetic or other tape, electronic data proceeding record, artifact, phonograph record, and other documentary, written or printed material regardless of physical form or characteristics, or any part thereof, belonging to, or on loan to or otherwise in the custody of the Librarian or Library Board.

Premises of the Library means the interior of the library building or other enclosure in which the library facility is located and in which the Library keeps, displays, and makes available for inspection or borrowing library material, but for purposes of this Chapter, the premises of the Library does not include the exterior areas of the library building nor the land on which the building is located.

2-18.2 Librarian. The Library Board shall appoint a suitable Librarian and necessary assistants, and fix their compensation.

2-18.3 Meetings.

(A) The Library Board shall hold regular meetings at least once each month. Special meetings shall be called by the Secretary at the written request of the President or any two (2) members of the Library Board provided that twenty-four (24) hours written notice is given to each member designating the time and purpose of the meeting. A majority of the members of the Library Board shall constitute a quorum for any regular or special meetings.

(B) Minutes of each meeting shall be taken and copies thereof filed with the City Clerk within one week following the meeting.

(C) All meetings of the Library Board shall be open to the public and be held in the Library Building unless another place is designated by the Library Board.

2-18.4 Finances, Fiscal Year and Gifts.

(A) The Library Board shall have the exclusive control of the expenditure of all monies collected to the credit of the Library Fund. All monies received for the Library shall be deposited in the Treasury of the City to the credit of the Library Fund and shall be kept separate and apart from other monies of the City and be drawn upon by the proper officers of the City upon the properly authenticated vouchers of the Library Board.

(B) The Library Board shall have the same fiscal year as the City. At the end of the fiscal year the Library Board shall make a report to the City Commission stating the condition of their trust

at the date of the report, the various sums of money received from the Library Fund and from other sources, and how much monies have been expended, and for what purposes; the number of books and periodicals on hand; the number added by purchase, gift, or otherwise during the year; the number lost or missing; the number of visitors attending; the number of books loaned out, and the general character and kind of books, with other statistics, information, and suggestions as the Board may deem of general interest. All portions of the report as related to the receipt and expenditure of money as well as the number of books on hand, books lost or missing, and books purchased shall be verified by affidavit.

(C) The Library Board shall have the power to accept donations and gifts, either general or for specific purposes, and shall deposit all monies received in the Treasury of the City to the credit of the Library Fund.

2-18.5 Removal. The Mayor may, by and with the consent of the City Commission, remove any director of the Library Board for misconduct or neglect of duty.

2-18.6 By-Laws, Rules and Regulations. The Library Board shall prepare by-laws, rules and regulations for their own guidance and for the operation and supervision of the personnel and facilities of the Library and the establishment of fines and penalties with respect to the use of the Library and its facilities as the Library Board may deem expedient and not inconsistent with the Statutes of the State of Michigan.

2-18.7 Damaging Library Property.

(A) Any person who shall willfully, maliciously or wantonly tear, deface, mutilate, or write upon or by other means injure or mar any book or any other property or any part thereof belonging to or loaned from the Library or any other property of the Library shall be guilty of a violation of this Code.

(B) A person commits the offense of library theft when he or she does any of the following acts:

(1) Knowingly and intentionally remove any library material from the premises of the Library without authority to do so.

(2) Knowingly and intentionally conceals any library material upon his or her person or among his or her belongings, while still in the premises of the Library and in the manner that the library material is not visible through ordinary observation although there may be some notice of its presence, and removes library material beyond the last point in the premises of the library at which library material may be borrowed in accordance with procedures established by the Librarian or Library Board for the borrowing of library material.

(3) With the intent to deceive, borrows or attempts to borrow any library material from the Library by (i) use of a library card issued to another person without that person's consent, (ii) use of a library card knowing that it is revoked, canceled or expired, or (iii) use of a library card knowing that it is falsely made, counterfeit or materially altered.

(4) Borrows library material from the Library and fails to return the library material by the due date, and fails, neglects, and refuses to return the library materials and to pay the fine or fines assessed for late returns within ten (10) days after having been given written notice by the Librarian by regular mail at the last known address of the person as shown in the records of the Library.

(C) Any person convicted of malicious damage of library materials or library theft, as provided in this Section, shall be punished by a fine of not more than Five Hundred ($500.00) Dollars and costs of prosecution or by imprisonment for not more than ninety (90) days, or by both fine and imprisonment. Each act of violation and every day upon which the violation shall occur shall constitute a separate offense.

Source: Three Rivers City Code 2015

4-15 VANDALISM OF LIBRARY MATERIALS.

4-15.1 Destruction of Property. A person commits the offense of destruction of library property when he or she willfully, maliciously, or wantonly tears, defaces, mutilates or writes upon or by other means injures or mars any library material.

4-15.2 Theft. A person commits the offense of library theft when he or she does any of the following acts:
(A) Knowingly and intentionally removes any library material from the premises of the Library without authority to do so.
(B) Knowingly and intentionally conceals any library material upon his or her person or among his or her belongings, while still in the premises of the library and in such manner that the library material is not visible through ordinary observation although there may be some notice of its presence, and removes the library material beyond the last point in the premises of the library at which library material may be borrowed in accordance with procedures established by the librarian or Library Board for the borrowing of library material.
(C) With the intent to deceive, borrow or attempt to borrow any library material from the Library by:
(1) Use of a library card issued to another without the other's consent.
(2) Use of a library card knowing that it is revoked, canceled or expired.
(3) Use of a library card knowing that it is falsely made, counterfeit or materially altered.
(4) Borrows library material from the Library and fails to return the library material by the due date, and fails, neglects, and refuses to return the library material and to pay the fine or fines assessed for late returns with ten (10) days after having been given written notice by the librarian by regular mail at the last known address of the person as shown in the record of the Library.

4-15.3 Penalty. Any person convicted of malicious damage of library materials or library theft as provided in this Section shall be punished by a fine of not more than Five Hundred ($500) Dollars and costs of persecution or by imprisonment. Each act of violation and every day upon which the violation shall occur shall constitute a separate offense.

Appendix D – Open Meetings Act

OPEN MEETINGS ACT
Act 267 of 1976
AN ACT to require certain meetings of certain public bodies to be open to the public; to require notice and the keeping of minutes of meetings; to provide for enforcement; to provide for invalidation of governmental decisions under certain circumstances; to provide penalties; and to repeal certain acts and parts of acts.

History: 1976, Act 267, Eff. Mar. 31, 1977.
The People of the State of Michigan enact:
15.261 Short title; effect of act on certain charter provisions, ordinances, or resolutions.
Sec. 1. (1) This act shall be known and may be cited as the "Open meetings act".
(2) This act shall supersede all local charter provisions, ordinances, or resolutions which relate to requirements for meetings of local public bodies to be open to the public.
(3) After the effective date of this act, nothing in this act shall prohibit a public body from adopting an ordinance, resolution, rule, or charter provision which would require a greater degree of openness relative to meetings of public bodies than the standards provided for in this act.

History: 1976, Act 267, Eff. Mar. 31, 1977.
15.262 Definitions.
Sec. 2. As used in this act:
(a) "Public body" means any state or local legislative or governing body, including a board, commission,
committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.
(b) "Meeting" means the convening of a public body at which a quorum is present for the purpose of
deliberating toward or rendering a decision on a public policy, or any meeting of the board of a nonprofit corporation formed by a city under section 4o of the home rule city act, 1909 PA 279, MCL 117.4o.
(c) "Closed session" means a meeting or part of a meeting of a public body that is closed to the public.
(d) "Decision" means a determination, action, vote, or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill, or measure on which a vote by members of a public body is required and by which a public body effectuates or formulates public policy.

History: 1976, Act 267, Eff. Mar. 31, 1977 Am. 2001, Act 38, Imd. Eff. July 11, 2001.
15.263 Meetings, decisions, and deliberations of public body; requirements; attending or addressing meeting of public body; tape-recording, videotaping, broadcasting, and telecasting proceedings; rules and regulations; exclusion from meeting; exemptions.

Sec. 3. (1) All meetings of a public body shall be open to the public and shall be held in a place available to the general public. All persons shall be permitted to attend any meeting except as otherwise provided in this act. The right of a person to attend a meeting of a public body includes the right to tape-record, to videotape, to broadcast live on radio, and to telecast live on television the proceedings of a public body at a public meeting. The exercise of this right shall not be dependent upon the prior approval of the public body.
However, a public body may establish reasonable rules and regulations in order to minimize the possibility of disrupting the meeting.
(2) All decisions of a public body shall be made at a meeting open to the public.
(3) All deliberations of a public body constituting a quorum of its members shall take place at a meeting open to the public except as provided in this section and sections 7 and 8.
(4) A person shall not be required as a condition of attendance at a meeting of a public body to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance.
(5) A person shall be permitted to address a meeting of a public body under rules established and recorded by the public body. The legislature or a house of the legislature may provide by rule that the right to address may be limited to prescribed times at hearings and committee meetings only.
(6) A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.
(7) This act does not apply to the following public bodies only when deliberating the merits of a case:
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(a) The worker's compensation appeal board created under the worker's disability compensation act of
1969, Act No. 317 of the Public Acts of 1969, as amended, being sections 418.101 to 418.941 of the
Michigan Compiled Laws.
(b) The employment security board of review created under the Michigan employment security act, Act
No. 1 of the Public Acts of the Extra Session of 1936, as amended, being sections 421.1 to 421.73 of the
Michigan Compiled Laws.
(c) The state tenure commission created under Act No. 4 of the Public Acts of the Extra Session of 1937, as amended, being sections 38.71 to 38.191 of the Michigan Compiled Laws, when acting as a board of review from the decision of a controlling board.
(d) An arbitrator or arbitration panel appointed by the employment relations commission under the authority given the commission by Act No. 176 of the Public Acts of 1939, as amended, being sections 423.1 to 423.30 of the Michigan Compiled Laws.
(e) An arbitration panel selected under chapter 50A of the revised judicature act of 1961, Act No. 236 of the Public Acts of 1961, being sections 600.5040 to 600.5065 of the Michigan Compiled Laws.

(f) The Michigan public service commission created under Act No. 3 of the Public Acts of 1939, being sections 460.1 to 460.8 of the Michigan Compiled Laws.
(8) This act does not apply to an association of insurers created under the insurance code of 1956, Act No. 218 of the Public Acts of 1956, being sections 500.100 to 500.8302 of the Michigan Compiled Laws, or other association or facility formed under Act No. 218 of the Public Acts of 1956 as a nonprofit organization of insurer members.
(9) This act does not apply to a committee of a public body which adopts a non-policymaking resolution of tribute or memorial which resolution is not adopted at a meeting.
(10) This act does not apply to a meeting which is a social or chance gathering or conference not designed to avoid this act.
(11) This act shall not apply to the Michigan veterans' trust fund board of trustees or a county or district committee created under Act No. 9 of the Public Acts of the first extra session of 1946, being sections 35.601 to 35.610 of the Michigan Compiled Laws, when the board of trustees or county or district committee is deliberating the merits of an emergent need. A decision of the board of trustees or county or district committee made under this subsection shall be reconsidered by the board or committee at its next regular or special meeting consistent with the requirements of this act. “Emergent need” means a situation which the board of trustees, by rules promulgated under the administrative procedures act of 1969, Act No. 306 of the Public Acts of 1969, as amended, being sections 24.201 to 24.328 of the Michigan Compiled Laws, determines requires immediate action.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1981, Act 161, Imd. Eff. Nov. 30, 1981;_Am. 1986, Act 269, Imd. Eff. Dec. 19, 1986;_Am. 1988, Act 158, Imd. Eff. June 14, 1988;_Am. 1988, Act 278, Imd. Eff. July 27, 1988.
Administrative rules: R 35.621 of the Michigan Administrative Code.
15.264 Public notice of meetings generally; contents; places of posting.
Sec. 4. The following provisions shall apply with respect to public notice of meetings:
(a) A public notice shall always contain the name of the public body to which the notice applies, its telephone number if one exists, and its address.
(b) A public notice for a public body shall always be posted at its principal office and any other locations considered appropriate by the public body. Cable television may also be utilized for purposes of posting public notice.
(c) If a public body is a part of a state department, part of the legislative or judicial branch of state government, part of an institution of higher education, or part of a political subdivision or school district, a public notice shall also be posted in the respective principal office of the state department, the institution of higher education, clerk of the house of representatives, secretary of the state senate, clerk of the supreme court, or political subdivision or school district.
(d) If a public body does not have a principal office, the required public notice for a local public body shall be posted in the office of the county clerk in which the public body serves and the required public notice for a state public body shall be posted in the office of the secretary of state.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1984, Act 87, Imd. Eff. Apr. 19, 1984.
15.265 Public notice of regular meetings, change in schedule of regular meetings, rescheduled regular meetings, or special meetings; time for posting; statement of date,

time, and place; applicability of subsection (4); recess or adjournment; emergency sessions; meeting in residential dwelling; notice.

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Sec. 5. (1) A meeting of a public body shall not be held unless public notice is given as provided in this section by a person designated by the public body.
(2) For regular meetings of a public body, there shall be posted within 10 days after the first meeting of the public body in each calendar or fiscal year a public notice stating the dates, times, and places of its regular meetings.
(3) If there is a change in the schedule of regular meetings of a public body, there shall be posted within 3 days after the meeting at which the change is made, a public notice stating the new dates, times, and places of its regular meetings.
(4) Except as provided in this subsection or in subsection (6), for a rescheduled regular or a special meeting of a public body, a public notice stating the date, time, and place of the meeting shall be posted at least 18 hours before the meeting. The requirement of 18-hour notice shall not apply to special meetings of subcommittees of a public body or conference committees of the state legislature. A conference committee shall give a 6-hour notice. A second conference committee shall give a 1-hour notice. Notice of a conference committee meeting shall include written notice to each member of the conference committee and the majority and minority leader of each house indicating time and place of the meeting. This subsection does not apply to a public meeting held pursuant to section 4(2) to (5) of Act No. 239 of the Public Acts of 1955, as amended, being section 200.304 of the Michigan Compiled Laws.
(5) A meeting of a public body which is recessed for more than 36 hours shall be reconvened only after public notice, which is equivalent to that required under subsection (4), has been posted. If either house of the state legislature is adjourned or recessed for less than 18 hours, the notice provisions of subsection (4) are not applicable. Nothing in this section shall bar a public body from meeting in emergency session in the event of a severe and imminent threat to the health, safety, or welfare of the public when 2/3 of the members serving on the body decide that delay would be detrimental to efforts to lessen or respond to the threat.
(6) A meeting of a public body may only take place in a residential dwelling if a nonresidential building within the boundary of the local governmental unit or school system is not available without cost to the public body. For a meeting of a public body which is held in a residential dwelling, notice of the meeting shall be published as a display advertisement in a newspaper of general circulation in the city or township in which the meeting is to be held. The notice shall be published not less than 2 days before the day on which the meeting is held, and shall state the date, time, and place of the meeting. The notice, which shall be at the bottom of the display advertisement and which shall be set off in a conspicuous manner, shall include the following language: “This meeting is open to all members of the public under Michigan's open meetings act”.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1978, Act 256, Imd. Eff. June 21, 1978;_Am. 1982, Act 134, Imd. Eff. Apr. 22, 1982;_Am. 1984, Act 167, Imd. Eff. June 29, 1984.

15.266 Providing copies of public notice on written request; fee.

Sec. 6. (1) Upon the written request of an individual, organization, firm, or corporation, and upon the requesting party's payment of a yearly fee of not more than the reasonable estimated cost for printing and postage of such notices, a public body shall send to the requesting party by first class mail a copy of any notice required to be posted pursuant to section 5(2) to (5).
(2) Upon written request, a public body, at the same time a public notice of a meeting is posted pursuant to section 5, shall provide a copy of the public notice of that meeting to any newspaper published in the state and to any radio and television station located in the state, free of charge.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.267 Closed sessions; roll call vote; separate set of minutes.

Sec. 7. (1) A 2/3 roll call vote of members elected or appointed and serving is required to call a closed
session, except for the closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j). The roll call vote and the purpose or purposes for calling the closed session shall be entered into the minutes of the meeting at which the vote is taken.
(2) A separate set of minutes shall be taken by the clerk or the designated secretary of the public body at the closed session. These minutes shall be retained by the clerk of the public body, are not available to the public, and shall only be disclosed if required by a civil action filed under section 10, 11, or 13. These minutes may be destroyed 1 year and 1 day after approval of the minutes of the regular meeting at which the closed session was approved.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1993, Act 81, Eff. Apr. 1, 1994;□Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.268 Closed sessions; permissible purposes.

Sec. 8. A public body may meet in a closed session only for the following purposes:
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(a) To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of, a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open sessions.
(b) To consider the dismissal, suspension, or discipline of a student if the public body is part of the school district, intermediate school district, or institution of higher education that the student is attending, and if the student or the student's parent or guardian requests a closed hearing.
(c) For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
(d) To consider the purchase or lease of real property up to the time an option to purchase or lease that real property is obtained.
(e) To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.

(f) To review and consider the contents of an application for employment or appointment to a public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting pursuant to this act. This subdivision does not apply to a public office described in subdivision (j).
(g) Partisan caucuses of members of the state legislature.
(h) To consider material exempt from discussion or disclosure by state or federal statute.
(i) For a compliance conference conducted by the department of commerce under section 16231 of the public health code, Act No. 368 of the Public Acts of 1978, being section 333.16231 of Michigan Compiled Laws, before a complaint is issued.
(j) In the process of searching for and selecting a president of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963, to review the specific contents of an application, to conduct an interview with a candidate, or to discuss the specific qualifications of a candidate if the particular process of searching for and selecting a president of an institution of higher education meets all of the following requirements:
(*i*) The search committee in the process, appointed by the governing board, consists of at least 1 student of the institution, 1 faculty member of the institution, 1 administrator of the institution, 1 alumnus of the institution, and 1 representative of the public. The search committee also may include 1 or more members of the governing board of the institution, but the number shall not constitute a quorum of the governing board. However, the search committee shall not be constituted in such a way that any 1 of the groups described in this subparagraph constitutes a majority of the search committee.
(*ii*) After the search committee recommends the 5 final candidates, the governing board does not take a vote on a final selection for the president until at least 30 days after the 5 final candidates have been publicly identified by the search committee.
(*iii*) The deliberations and vote of the governing board of the institution on selecting the president take place in an open session of the governing board.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1984, Act 202, Imd. Eff. July 3, 1984;Am. 1993, Act 81, Eff. Apr. 1, 1994;_Am. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.269 Minutes.

Sec. 9. (1) Each public body shall keep minutes of each meeting showing the date, time, place, members present, members absent, any decisions made at a meeting open to the public, and the purpose or purposes for which a closed session is held. The minutes shall include all roll call votes taken at the meeting. The public body shall make any corrections in the minutes at the next meeting after the meeting to which the minutes refer. The public body shall make corrected minutes available at or before the next subsequent meeting after correction. The corrected minutes shall show both the original entry and the correction.
(2) Minutes are public records open to public inspection, and a public body shall make the minutes available at the address designated on posted public notices pursuant to section 4. The public body shall make copies of the minutes available to the public at the reasonable estimated cost for printing and copying.
(3) A public body shall make proposed minutes available for public inspection within 8 business days after the meeting to which the minutes refer. The public body shall make approved minutes

available for public inspection within 5 business days after the meeting at which the minutes are approved by the public body.
(4) A public body shall not include in or with its minutes any personally identifiable information that, if

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released, would prevent the public body from complying with section 444 of subpart 4 of part C of the general education provisions act, 20 USC 1232g, commonly referred to as the family educational rights and privacy act of 1974.

History: 1976, Act 267, Eff. Mar. 31, 1977;_Am. 1982, Act 130, Imd. Eff. Apr. 20, 1982:_Am. 2004, Act 305, Imd. Eff. Aug. 11, 2004.

15.270 Decisions of public body; presumption; civil action to invalidate; jurisdiction; venue; reenactment of disputed decision.

Sec. 10. (1) Decisions of a public body shall be presumed to have been adopted in compliance with the requirements of this act. The attorney general, the prosecuting attorney of the county in which the public body serves, or any person may commence a civil action in the circuit court to challenge the validity of a decision of a public body made in violation of this act.
(2) A decision made by a public body may be invalidated if the public body has not complied with the
requirements of section 3(1), (2), and (3) in making the decision or if failure to give notice in accordance with section 5 has interfered with substantial compliance with section 3(1), (2), and (3) and the court finds that the noncompliance or failure has impaired the rights of the public under this act.
(3) The circuit court shall not have jurisdiction to invalidate a decision of a public body for a violation of this act unless an action is commenced pursuant to this section within the following specified period of time:
(a) Within 60 days after the approved minutes are made available to the public by the public body except as otherwise provided in subdivision (b).
(b) If the decision involves the approval of contracts, the receipt or acceptance of bids, the making of assessments, the procedures pertaining to the issuance of bonds or other evidences of indebtedness, or the submission of a borrowing proposal to the electors, within 30 days after the approved minutes are made available to the public pursuant to that decision.
(4) Venue for an action under this section shall be any county in which a local public body serves or, if the decision of a state public body is at issue, in Ingham County.
(5) In any case where an action has been initiated to invalidate a decision of a public body on the ground that it was not taken in conformity with the requirements of this act, the public body may, without being deemed to make any admission contrary to its interest, reenact the disputed decision in conformity with this act. A decision reenacted in this manner shall be effective from the date of reenactment and shall not be declared invalid by reason of a deficiency in the procedure used for its initial enactment.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.271 Civil action to compel compliance or enjoin noncompliance; commencement; venue; security not required; commencement of action for mandamus; court costs and attorney fees.

Sec. 11. (1) If a public body is not complying with this act, the attorney general, prosecuting attorney of the county in which the public body serves, or a person may commence a civil action to compel compliance or to enjoin further noncompliance with this act.

(2) An action for injunctive relief against a local public body shall be commenced in the circuit court, and venue is proper in any county in which the public body serves. An action for an injunction against a state public body shall be commenced in the circuit court and venue is proper in any county in which the public body has its principal office, or in Ingham County. If a person commences an action for injunctive relief, that person shall not be required to post security as a condition for obtaining a preliminary injunction or a temporary restraining order.

(3) An action for mandamus against a public body under this act shall be commenced in the court of appeals.

(4) If a public body is not complying with this act, and a person commences a civil action against the public body for injunctive relief to compel compliance or to enjoin further noncompliance with the act and succeeds in obtaining relief in the action, the person shall recover court costs and actual attorney fees for the action.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.272 Violation as misdemeanor; penalty.

Sec. 12. (1) A public official who intentionally violates this act is guilty of a misdemeanor punishable by a fine of not more than $1,000.00.

(2) A public official who is convicted of intentionally violating a provision of this act for a second time within the same term shall be guilty of a misdemeanor and shall be fined not more than $2,000.00, or

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imprisoned for not more than 1 year, or both.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.273 Violation; liability.

Sec. 13. (1) A public official who intentionally violates this act shall be personally liable in a civil action for actual and exemplary damages of not more than $500.00 total, plus court costs and actual attorney fees to a person or group of persons bringing the action.

(2) Not more than 1 action under this section shall be brought against a public official for a single meeting. An action under this section shall be commenced within 180 days after the date of the violation which gives rise to the cause of action.

(3) An action for damages under this section may be joined with an action for injunctive or exemplary relief under section 11.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.273a Selection of president by governing board of higher education institution; violation; civil fine.

Sec. 13a. If the governing board of an institution of higher education established under section 4, 5, or 6 of article VIII of the state constitution of 1963 violates this act with respect to the process of selecting a president of the institution at any time after the recommendation of final candidates to the governing board, as described in section 8(j), the institution is responsible for the payment of a civil fine of not more than $500,000.00. This civil fine is in addition to any other remedy or penalty under this act. To the extent possible, any payment of fines imposed under this section shall be paid from funds allocated by the institution of higher education to pay for the travel and expenses of the members of the governing board.

History: Add. 1996, Act 464, Imd. Eff. Dec. 26, 1996.

15.274 Repeal of MCL 15.251 to 15.253.

Sec. 14. Act No. 261 of the Public Acts of 1968, being sections 15.251 to 15.253 of the Compiled Laws of
1970, is repealed.

History: 1976, Act 267, Eff. Mar. 31, 1977.

15.275 Effective date.

Sec. 15. This act shall take effect January 1, 1977.

History: 1976, Act 267, Eff. Mar. 31, 1977.

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