**Bulletin Board Policy**

**I.** All postings must follow the guidelines listed below:

A. Library and Library co-sponsored programs shall have the first priority for any display and bulletin board space that the Library deems available for public display.

B. All notices for the bulletin board are to be given to the Library Director or Library Staff for approval and posting pursuant to this Policy.

C. Signs and notices shall be posted for no more than two weeks after receipt. Time sensitive material shall also be removed the day following the announced event or final date listed on the document.

D. Materials posted are limited to non-profit and governmental organizations of a civic, educational, cultural or recreational nature. Commercial notices will not be posted.

E. Posting of materials does not necessarily indicate the Library's endorsement of the issue or events promoted by these materials.

F. There is a limit of one posting per sponsor at a time on any bulletin board. Items must contain the name of the sponsor of that item and may not be larger than 8 ½ x 11. Further, no multiple copies may be submitted.

G. Any postings that violate Michigan law or would cause the Library to violate Michigan law are not permitted.

H. The Library reserves the right to remove or deny any postings that do not follow these guidelines, including but not limited to any document that was not approved by the Library Director.

I. The Library does not permit petitioning, solicitation or distribution of literature, leaflets or similar types of appeals on Library bulletin boards.

**II.** **Denial and Right of Appeal.**

The Library reserves the right to remove or deny any postings that do not follow these guidelines, including but not limited to any document that was not approved by the Library Director.

Any person may appeal the Library Director’s decision by sending an appeal in writing to the President of the Library Board within ten (10) business days. The decision of the Library Board is final.

**CHILDREN IN THE LIBRARY POLICY**

**I. Purpose.**

The purpose of this policy is to ensure the safety and well-being of our staff and patrons using our library.  As a public facility, situations may arise that could present risks to unattended children. Because of this, the library must outline some guidelines in regards to children in the building.

**II. Definitions**

A. “Child” means a minor under the age of 18.

B. “Responsible Caregiver” is an individual who is responsible for monitoring or caring for a child and who must be at least 12 years old.

**III. Rules and Regulations.**

A. All patrons, including children, are expected to comply with the Library's policies, including its Patron Behavior Policy. Parents, guardians and responsible caregivers should review and be fully aware of all Library policies governing children, particularly the Internet Use Policy.

B. Parents, guardians, and responsible caregivers are responsible for the behavior and supervision of their children regardless of age while in the Library or on Library property.

C. Library Staff will not be expected to supervise or monitor children's behavior.

D. Children under the age of ten (10) must be attended by a parent, guardian or responsible caregiver. The parent, guardian or responsible caregiver shall remain in the Library at all times.

E. Children of any age who, because of developmental disability, mental illness, or physical disability, require supervision or personal care shall be attended by a parent guardian or responsible caregiver at all times.

F. If a child under the age of ten (10) is attending a Library sponsored program on

the premises, the parent, a guardian, or responsible caregiver is to remain on the premises for the duration of the program.

G. Staff will not be responsible if unattended children leave the library premises alone or with other persons. This includes children 10 years or older who may be asked to leave the Library if the child is in violation of Library policy.

IV. Violations/Enforcement

A. Library staff will attempt to contact a parent, legal guardian, custodian or caregiver when:

1. The health or safety of an unattended child is in doubt;

2. A child is frightened while alone at the Library;

3. The behavior of an unattended child violates Library policy.

4. The unattended child not been met by a parent, legal guardian, custodian or responsible caregiver at closing time.

1. A child is considered unattended at closing time if the child is under the age of 10 or the child needs assistance procuring transportation.

C. If a parent, legal guardian, custodian or caregiver cannot be reached within 15 minutes after closing or fails to arrive within a reasonable time after being contacted or if the parent, legal guardian, custodian or caregiver cannot be contacted after two attempts during normal business hours, Library staff will contact law enforcement officials to take charge of the situation involving the unattended child. Library employees are not permitted to transport an unattended child or vulnerable adult under any circumstances.

D. If the parent, legal guardian, custodian or caregiver can be reached within 15 minutes after closing and arrives in a reasonable time, the staff member shall explain the Library’s policy and provide a copy of this Policy.

E. Any person violating this policy shall be subject to the same enforcement and violations provisions contained in the Violations Policy.

**MATERIAL SELECTION POLICY**

**I. Purpose:**

The purpose of the Material Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Saranac Public Library.

**II. Definitions:**

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

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

**III. Goals of Materials Selection:**

A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.

B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.

C. To support the democratic process by providing materials for the education and enlightenment of the community.

D. To assist individuals in their pursuit of occupational activity and practical affairs.

E. To provide diverse recreational experience for individuals and groups.

F. To assist institutions of formal education with services that will assist individual study.

G. To maintain Michigan and local history collections.

**IV. Responsibility for Selection:**

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

**V. General Principles:**

A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent’s right to supervise his children’s choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.

C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

**VI. Specific Principles for Selection:**

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

* Contemporary significance or permanent value
* Accuracy
* Lack of bias, factual
* Diversity of viewpoint
* Portrays issues sensitively
* Authority of author
* Relation of work to existing collection
* Price, format and ease of use
* Scarcity of information in subject area
* Available shelf or storage space
* Availability of material through inter-library loan
* Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
* Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
* Collection objectives
* Community relevance
* Audience for material

**VII. Gifts:**

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library’s objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

**VIII. Maintenance of the Collection:**

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

**IX. Challenges to Materials:**

No material shall be removed from the Library’s collection until all steps in the following process have been completed.

A. Patrons who object to particular Library Materials will be sent to the Director.

B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron’s and Library’s satisfaction.

C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials (“Request for Reconsideration”).

D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library’s Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

E. The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.

F. A written appeal of the Library Director’s decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

**X. Revision of This Policy:**

This policy shall be reviewed and revised to be consistent with the objectives of the Library.

**GENERAL OPERATING POLICIES**

**I. Circulation.**

The Library shall follow the circulation policies of the Lakeland Library Cooperative (Lakeland), attached and incorporated by reference into this Policy.

**II. Fees and Fines**

Patrons shall be responsible for any of their fees or other charges in accordance with the Library’s standard schedules. Such schedules shall be adopted by Resolution of the Library Board and may be changed from time to time. Failure to pay these may result in the suspension of borrowing privileges. Refunds on Lost & Paid items is limited to 7 days after the payment was made to the Library.

**A.** Fees for copying, printing, laminating, faxing and scanning to email are posted at both libraries by the copier and at the computers. Any changes in these fees shall be reviewed by the board at least 30 days prior to changes.

**B. Audio Books and Music CD’s**

Audio books and CDs are fined at the standard book fine set by Lakeland.

**C.** **DVDs**

1. DVDs can be checked out free of charge with a limit of three (3) Saranac/Clarksville DVD’s per household at any given time. Interloan DVD’s are not included in the limit of three.
2. Any lost or damaged Saranac/Clarksville DVDs may be replaced by the Library patron. The replacement must be unopened, in the original wrapping and there will be a $5.00 processing fee charged to the Library patron. The item must be replaced within 30 days or the patron will be charged the replacement cost of the item. This provision pertains only to Saranac/Clarksville DVD’s and not interloan DVD’s from other Lakeland Libraries.

**D. Replacing Lost or Damaged Material (other than Saranac/Clarksville DVD’s)**

The patron must pay the replacement cost of the item, including any interloan dad’s belonging to other Lakeland Libraries.

**E.** **Library Card Use**

All patrons must present their Library card at the front desk to check out material. Patrons with fines exceeding $5 will not be allowed to borrow material until fines are at or below the $5 level.

**F. Super Loans**

These loans are ordered from a library not in the Lakeland Library Cooperative and not available in MEL. A patron requesting material will be required to pay a $5 (five) per item request fee, cover the cost of shipping and handling of the material to and from the libraries, insurance on the mailed material as requested by the lending library as well as any other fee charged by the lending library.

The patron requesting the super loan must be an active patron of the Saranac/Clarksville Libraries and be in good standing.

An ALA interlibrary request form must be completed by the requesting patron. These request forms are available at the circulation desk at both libraries. All requests must be reviewed and approved by the Library Director before any loan request may be sent. All initial fees must be paid upfront and the patron must be informed that if the material is damaged or if the book is not returned, the patron will be charged at the rate that the lending library determines it needs to replace the material.

**G.** **Lost Library Card**

A lost card charge is $2.00 for replacement.

**H.** **Fines.**

Fines over $5.00 will result in the loss of library privileges, including the ability to check our library materials.

**I.** **Renewing Library Material**

Patrons may come into the library with their library card to renew material, call the library during normal business hours or call the Lakeland Renewal number to renew their material. Patrons may also use the online card catalog to renew items through their account online or sign up for our text messaging system that allows patrons to renew material as well.

**III. Juvenile Library Card Policy**

1. For a minor to receive a library card, the library card registration form must be signed by a parent, guardian or grandparent. The Co-signer must live within the Saranac/Clarksville library service area. Co-signers must have a library card and that card must be in good standing (fines $5.00 or less) in order to open a juvenile card. The co-signer is responsible for all fines on the juvenile library card. The co-signer’s driver’s license will be included in each juvenile record that they are official co-signers on. No library material may be checked out until a completed registration card is presented to library staff.
2. **Student cards**: Minors who reside in the library service area or attend Saranac Jr/Sr. High School may apply for a student card by presenting a student id at the circulation desk. Applicants shall complete a Lakeland Library Cooperative Minor Library Card Registration form. The card will allow the student access to all of Saranac Public Library’s electronic services. A student card will also allow one (1) physical item to be checked out at a time from the Saranac Public Library or Clarksville Area Library. Interlibrary loan privileges are not available with a student card. Student cards are good for three (3) years and can be renewed if they are still students in the Saranac Community Schools or still reside in the service area. A student card maybe upgraded to a full-service card when the library obtains the signature and driver’s license number of a parent or legal guardian to accept financial responsibility or when the cardholder obtains 18 years of age and can produce a valid picture id. A full service card would eliminate the one item checked out per time regulation and allow interlibrary loans.

**IV. Delivery Policy**

The Saranac Public Library and Clarksville Area Library may deliver to and pick up books from patrons that live within the Village of Saranac or Clarksville limits during regular library hours. These patrons must be unable to come to the library themselves for any of the following reasons: illness, injury, homebound, or unable to drive. We reserve the right to refuse this privilege to any persons for any reason.

**V. School Use of Library**

At the discretion of the Library Director and/or staff, a class can use the library as a research facility.

# VI. Library hours are set by the Library Director with prior acknowledgement by the Library Board of Trustees. Any permanent changes to the hours will be presented to the Library Board at least 30 days prior to the changes taking effect. Library closings for Holidays will be presented to the Library Board of Trustees annually and the yearly closing schedule will be posted on each website as well as on the library bulletin board.

# VII. Library Closing

# 

The Library Director, or a designated person, will close the library when conditions are such that remaining open can be harmful to the staff and/or the patrons. The staff will be dismissed at the discretion of the Library Director. If the Library Director closes the library due to weather, the library staff are entitled to pay up to three (3) days wages per calendar year.

## VIII. Book Donations

Book Donations are not accepted at either location at this time. Please see the collection development policy for additional information.

**IX. Designated Newspaper**

For any notice that requires publication by newspaper, the Library shall publish such notice in the Ionia County Shopper’s Guide and the Lakewood News.

**X. R Rated Movies**

A patron must be 18 years of age or older to check out an R rated movie. Valid identification to verify age shall be required.

# INTERNET USE POLICY

**I. General Statements Regarding Internet.**

A. Internet Access. The Saranac Public Library provides access to a broad range of information resources, including those available through the Internet. Access to the Internet enables the library to expand its information services significantly. This policy applies to both the Library owned computers and wireless access available at the Library.

1. Validity of Information. The Internet offers access to a wealth of information and Internet sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.
2. Library does not Endorse Information on Internet. The Saranac Public Library provides a home site on its public computers pointing to a variety of quality Internet sites. However, because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission, selection criteria, and collection development policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet.
3. View Internet at Own Risk. The Internet may contain information that is controversial, sexually explicit or offensive. Users are cautioned that ideas, points of view and images can be found on the Internet which are controversial, divergent and/or inflammatory. Because of this and the fact that access points on the Internet can and do change often, rapidly and unpredictably, the Library cannot protect individuals from information and images which they might find offensive, disturbing or inaccurate. Library patrons use the Internet at their own risk. Parents or guardians of minor children are responsible for their child's use of the Internet through the Library's connection as stated more fully below.
4. No Liability. The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet.

**II.** **Nature of the Public Library Setting.**

1. Respect Others. Because Library users of all ages, backgrounds and sensibilities are using the computers, Library patrons are asked to be sensitive to other’s values and beliefs when accessing potentially controversial information and images.

B. Use with Caution of Risks. Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use.

## Internet Access

A.        Internet Filtering -- General.

1.         *Filtered Access.* In order to comply with the requirements of the Children's Internet Protection Act ("CIPA") and Michigan's Public Act 212 of 2000 ("PA 212"), all computer terminals are filtered.  Further, the Library's wireless access is also filtered.  Filtered access means the computer or wireless system has a program installed that is designed to restrict minors1 from receiving obscene material or sexually explicit material that is harmful to minors as defined by PA 212 and visual depictions that are obscene, child pornography or harmful to minors as defined by CIPA.  This filtering method is designed to prevent access by minors to inappropriate matter on the Internet.

2.         *Safety of Minors Regarding E-Mail:*   The Library does not filter e-mail or other direct electronic communications.  It is the responsibility of the parent or guardian to educate the minor on safety and security and monitor the use of these communications.

B.        Internet Filtering – Patrons 18 Years of Age or Older.

1.         *Disable Filters.* Patrons 18 years of age or older may request to have the filters disabled for bona fide research or other lawful purposes.

2.         *Unblock Sites.* Individuals 18 years of age or older who believe an Internet site has been improperly blocked can request that the site be “unblocked.”  A decision on the site’s status will be made by the Director, who will prepare a written reply to the individual submitting the form.

C.   Internet Filtering -- Patrons Under 18 years of Age.

1.         *Responsibility of Parents and Legal Guardians*.  As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children.  The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this educational tool.  Parents and youth patrons are encouraged to talk to the Librarian regarding both the benefits and pitfalls inherent in its use.

2.         Internet Access.  Patrons under 17 years of age wishing to access the Library's workstations or wireless access must sign up.

3**.**  Unfiltering Terminals.    Minors who are 17 years old may only have the filters (filters used to filter visual depictions of obscenity, child pornography and material that is deemed harmful to minors as prohibited by CIPA) disabled on a computer used by that patron disabled for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times.  Patrons under the age of 17 may not ask for the workstation to be unfiltered pursuant to the requirements of CIPA.

4.         Unblocking Websites.  Patrons under the age of 18 may request in writing that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors or other material prohibited by law.  The Library Director shall make that determination.

**III. Procedure for Use.**

A. Reservation/Time Limits. The Public Use Computers are available on a first-come-first-served basis. If all Public Use Computers are in use, patrons may add their name to a reservation list.

B. Authorization for Computer Use. All users must agree to and accept this Computer Use and Internet Policy in order to use any Public Use Computer or access to the Library’s wireless network.

C. Staff Assistance. Library staff provides limited assistance for basic start-up procedures. Several circulating books on Web searching are available. However, the Library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

D. Closing Time. Internet terminals will shut down 15 minutes prior to closing.

E. Printing. Printing is available from most computers at a cost of $.20 per page for black and white copies and $.75 per page for color copies. These print jobs will be directed to the Circulation Desk and all print jobs must be paid for before obtaining the copies.

F. Log Off. For your own protection, always log off when using the Public Use Computers

**IV**. **Acceptable Use.**

All users of the Library's Internet connection and workstations are expected to use this resource in a responsible and courteous manner, and to follow all rules and procedures as established in this policy.

A. Lawful Use. The Library Internet connection and workstations shall be used in a lawful manner. The Library’s Internet and workstations cannot be used for any fraudulent or unlawful purpose prohibited under any applicable federal, Michigan or local law, including but not limited to accessing material that can be classified as obscenity or child pornography.

B. Intellectual Property. Users must respect intellectual property rights and obey the copyright laws of the United States and all other intellectual property rights. Responsibility for any consequences of copyright infringement or violations of other intellectual property rights lies with the user. The library expressly disclaims any liability or responsibility resulting from such use.

C. Use Must Not be Harmful to Minors. Michigan law prohibits users from allowing minor’s access to sexually explicit materials harmful to minors. Internet Users shall not permit any minor to view sexually explicit material or any other material deemed harmful to minors. This includes viewing sexually explicit material harmful to minors that is visible to other patrons while minors are present in the Library.

D. Compliance with Patron Behavior Policy. The same rules apply to the use of the Internet as with the use of any other Library materials. The Library has adopted a Patron Behavior Policy. All Internet Users must comply with the Patron Behavior Policy, which shall be available for review in the Library.

E. Privacy. Users must respect the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.

F. Reimbursement. The User is responsible for reimbursements for all printing charges. The User shall reimburse the Library twenty ($.20) cents a page for printing.

G. Personal Software Prohibited. The Users shall refrain from use of personal software, the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration. The User shall also refrain from downloading/uploading files to/from the library's computers.

I. System Modifications. Users are not permitted to change the security setup, operating systems, the network configuration or any other configuration of any Saranac Public Library computer workstation without authorization. Users may not damage or gain authorized access to the computer or network or repeatedly or intentionally visiting websites that introduce spyware, malware, virus or other damaging programs.

J. Purpose; Prohibited Uses. The Library's Internet resources should be used for educational, informational and recreational purposes only. The Library's Internet Access shall not be used for personal profit or commercial activities, including the sale of goods and services or fund raising. The Library Internet is intended for information gathering only.

K. Damage. Computer workstations must be used in a responsible manner and users must take care with use of the equipment. The user shall be responsible for repayment of any costs to the Library for damage to the computer terminals or system.

L. Food; Beverages. Food and Beverages are prohibited at the Public Use Computers.

M. Terminal Use. No more than two (2) users may sit at a terminal.

**V**. **Violations of Internet Use Policy.**

The Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, internet access or library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron’s access to library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this Policy, (See Section C below), the Library shall handle violations as follows:

1. *Initial Violation*: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. *Subsequent Violations*: The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security. Violations involving violations of law (including child pornography and allowing minors to view sexually explicit or other material deemed harmful to minors), violence, threatening behaviors, sexual harassment, vandalism, theft or attempted theft, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement. The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Director or Director’s designee may reinstate the patron with conditions placed upon the reinstatement.

1. Civil or Criminal Prosecution. Illegal acts involving the Library's Internet access service may be subject to civil or criminal prosecution.

**VI Right of Appeal.**

Patrons may appeal a decision to limit or revoke privileges by sending a written appeal to the Library Board within ten (10) business days from the date the privileges were revoked or limited. Patrons may also appeal a decision to place conditions on the reinstatement by sending a written appeal within ten (10) business days from the date the conditions were imposed. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

## VII. Staff Assistance.

Staff may assist library users in getting started on the Internet. However, the library cannot guarantee that Internet-trained staff will be available to assist users at all times the Library is open. Because of the many different applications available on the Internet, staff may not be able to provide specialized or technical knowledge about a particular application.

# Meeting Room Policy

**I.** **Introduction and Purpose of Policy**:

The mission of the Saranac Public Library (“Library”) is to provide quality Library services that support the cultural, educational and informational needs and interests of the community. In keeping with this mission, the Library provides facilities for Library programs as well as Library business meetings. When certain Library space is not scheduled for Library-sponsored or co-sponsored events, it may be used by the public within the parameters set by the policy. The restrictions of this policy relating to Applications and Scheduling do not apply to Library-sponsored or co-sponsored events.

**II. Application and Scheduling of Meeting Room:**

A. General Use. Any person, group or organization may use the Meeting Room, pursuant to the requirements of this policy (“Users”). The Meeting Room is available during regular Library hours.

B. Scheduling.

1. Applications shall be accepted on a first-come-first-serve basis, with Library business, Library-sponsored or Library-co-sponsored events having first priority. The next priority shall be given to applications that support the cultural, educational and informational needs and interests of the community

2. The Library may ask Users to reschedule meetings in the event the Library Board needs to schedule a special Library Board meeting or other Library-sponsored or Library-co-sponsored events.

3. Non-Library sponsored or co-sponsored meetings and events will not be scheduled more than 2 months in advance.

4. The Library is responsible for scheduling use of the Meeting Room. The program and meeting schedule will be posted and updated regularly.

5. Each Non-Library sponsored or co-sponsored event shall be scheduled for a time any day not to exceed 3 hours.

6. Meetings and events will not be scheduled more than 2 months in advance, but must be scheduled no later than 2 weeks before the event.

7. No User may use the Meeting Room more than 1 time per week.

8. The Conference Room is available during regular Library hours only.

C. Application Process.

1. Any person 18 years or older may fill out an application for the Meeting Room.

2. The Library will contact you with confirmation that your Reservation is accepted. Do not assume that your Reservation is complete upon submission of the application.

3. If you need to cancel the Reservation, you must provide the Library 24 hours’ notice. If notice is not given 24 hours in advance, the user will lose the rest of their scheduled meeting room events. Any future scheduling dates will need to be accompanied by a $25 deposit. If 24 hour notice isn’t given after that, the $25 deposit will be forfeited to the library and to schedule again, the user will need to give another deposit.

4. At the time of application, the Applicant must sign a Waiver of Liability prepared by the Library.

**III.** **General Guidelines Affecting all Library Meeting Rooms**:

A. Smoking and Fire. No smoking, candles, matches or any other use of fire shall be permitted in the Meeting Room.

B. Use by Persons Under the Age of 18. Users of the Meeting Room must be under adequate supervision by adults 18 years of age or older. The reservation form requires the listing of an adult who will be in charge of the group, as well as being financially responsible for any damages that may occur. This listed adult must be on site during the reserved meeting time.

C. Tobacco, Alcohol and Controlled Substances Prohibited. The Library prohibits the use of tobacco, alcohol and the illicit use of controlled substances in the Meeting Room.

D. Food and Beverages. Users of the Meeting Room may serve light refreshments, but only if approved by the Library at the time the User requests and receives permission to use the Meeting Room. It is the responsibility of the User to observe all health codes when serving light refreshments.

E. Disruption Prohibited. Users making excessive noise that disrupts normal Library functions or other patrons' use of the Library may be asked to leave. This includes conducting the meeting or any part of the meeting outside of the Meeting Room.

F. Equipment Requests. Requests for use of audio or visual equipment, tables, chairs and any equipment owned by the Library must be made at the time the venue is scheduled. The Library does not guarantee the availability of any equipment.

G. Clean Up. It is the User's responsibility to leave the room in the condition (including furniture arrangements) in which they found it. The User must remove leftover food, containers, beverages and all other personal or group-owned items. Failure to clean up may result in forfeiting the privilege of using the room in the future. Users must include time to clean up and set up within the scheduled time and must end meetings at least 15 minutes before the Library closing time.

H. Library Policies. Users shall observe all rules of conduct and policies applicable to Library patrons.

I. Occupancy. Users shall permit no more persons than is stated by occupancy requirements, which are currently 25 people.

J. No Raffles and Contribution Requests. Users shall not sell tickets, raffles or solicit contributions from persons located anywhere in the Library or on Library property.

K. Private Literature. Users shall not distribute personal or group literature, brochures and other materials to Library patrons outside of the Meeting Room. Users shall not leave printed materials on Library property without prior approval of the Library Director or in accordance with Library Policy.

L. Use of Walls and Other Surfaces. No decorations or other materials may be attached or affixed to the walls, windows, doors or other surfaces unless approved by the Library. If such approval is granted, any such material must be removed at the close of the scheduled time.

M. Open and Accessible Use. All activities in the Meeting Room must be accessible to people with disabilities in accordance with the Americans with Disabilities Act and must be free of admission fees, other charges or requests for donations. Commercial ventures cannot be run out of the conference room. The room cannot be used as a business or office space.

**IV.** **Fees:**

A. Non-Profit Organizations. Any Non-Profit Organization (non-profit corporation, government entity, or other organization that has the primary purpose of supporting the cultural, educational and informational needs and interests of the community) may use the Meeting Room for no charge.

B. All Other Organizations. Any other organization or individual that does not meet the definition of Non-Profit Organization or that is not geared towards an educational purpose may use the Meeting Room for a fee of $50.00 for up to three (3) hours.

C. Clean Up and Damage Fee. A fee of $25.00 will be charged as a refundable deposit. If the Meeting Room is not cleaned up as required by this policy, the deposit will be forfeited. Users shall pay for any actual damage to the Meeting Room.

**V. Library Disclaimer**:

A. No Endorsement. Use of the Meeting Room does not constitute the Library’s endorsement of an individual’s or group’s policies or beliefs by any of the staff or Board members. Any publicity for any event held in the Meeting Room must state that “The Saranac Public Library does not sponsor or endorse this event.”

B. Right to Cancel. If necessary, the Library reserves the right to cancel the use of the Meeting Room, including but not limited to inclement weather or other unexpected building closures. The Library shall use its best efforts to notify the Users if the Library intends to cancel the use of the Meeting Room. In the event of inclement weather or other area emergencies, please contact the Library before the meeting to confirm that the building is still open.

C. Hold Harmless. The Saranac Public Library is released and held harmless from any and all claims for personal injury or property damage.

**VI.** **Violation and Appeal Section:**

The Library Director or the Director's designee may restrict access to Library facilities, including the Library Meeting Room, by immediately dismissing the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions, in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges. Unless otherwise provided in this policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation*: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, the police may be called.

2 *Subsequent Violations*: The Director or the Director's authorized designee may further limit or revoke the patron's Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate one (1) month suspension of Library privileges. The Incident Report shall specify the nature of the violation.

2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The User whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Policy before their privileges may be reinstated.

E. Damages: If the User violates the Policy by causing damage to Library property, the User shall be assessed the actual costs.

F. Right of Appeal:

Users may appeal a decision in writing to the Library Director within 10 working days of the date of the letter stating why Library privileges should be restored.

The Library Director or a designee will respond to the appeal in writing within 10 working days of the date the appeal was received. Any person may appeal the Library Director's decision by sending an appeal in writing to the President of the Library Board within 10 business days. The decision of the Library Board is final.

**Patron Behavior Policy**

1. **Introduction.**

The Saranac Public Library is open for specific and designated civic, educational and cultural uses, including reading, studying, writing, participating in scheduled library programs, and using library materials. In order to provide resources and services to all people who visit the Saranac Public Library facilities in an atmosphere of courtesy, respect, and excellent service, the Library Board of Trustees has adopted this Patron Behavior Policy. The purpose of the Library Patron Behavior Policy is to assist the Saranac Public Library in fulfilling its mission as a community resource enriching life, stimulating intellectual curiosity, fostering literacy, and encouraging an informed citizenry.

The following rules of conduct shall apply to all buildings – interior and exterior – and all grounds controlled and operated by the Saranac Public Library (“Library facilities”) and to all persons entering in or on the premises, unless otherwise specified. References to the building or Library property shall refer to all branches of the Library.

**II. Rules for a Safe Environment.**

A. Violations of Law. Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance or regulation (including but not limited to assault, larceny, removing library material from the property without authorization through the approved lending procedures or vandalism) is prohibited.

B. Weapons. Carrying guns, pistols or other weapons, except as specifically permitted and exempt from local regulation by law, is prohibited.

C. Alcohol; Drugs. Possessing, selling, distributing, or consuming any alcoholic beverage, illegal drug, or drug paraphernalia is prohibited; provided that alcohol may be permitted at certain Library-sponsored events if specifically approved by the Library Board of Trustees.

D. Under the Influence. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on Library property.

E. Recreational Equipment and Personal Transport Devices. Use of skateboards, rollerblades, roller skates, or other wheeled form of recreational equipment is not allowed in the Library or on Library property. Library patrons must park bicycles or other recreational vehicles only in authorized areas. Wheelchairs and other personal transport devices are permitted by those individuals with disabilities.

F. No Blocking of Doors, Aisles or Entrances. All doors, aisles and entrances must remain obstacle-free. This includes a prohibition of running power cords across aisles or other areas that are used for walking.

G. Animals. Animals are not permitted in the Library other than service animals (as defined by law) for those individuals with disabilities, those used in law enforcement or for Library programming.

H. Incendiary devises. The use of incendiary devices, such as candles, matches, and lighters, is prohibited inside the Library.

1. Staff Only Areas. Patrons shall not be permitted in any areas designated as “staff only” unless otherwise permitted by the Library Director.

J. School Groups. School groups using the Library must have approval of the Library Director and must have a teacher and other appropriate staff present to ensure that the students use the Library in conformance with these rules.

**III. Rules for Personal Behavior.**

A. Personal Property. Personal property brought into the Library is subject to the following:

1. The Library personnel may limit the number of parcels carried into the Library.

2. The Library is not responsible for personal belongings left unattended.

3. The Library does not guarantee storage for personal property.

4. Personal possessions must not take up seating or space if needed by others.

B. Food and Beverages. Food and drink is prohibited at the computer stations and around the tablets.

C. Unauthorized Use. Patrons must leave the Library promptly at closing time and may not be in the Library when it is not open to the public. Further, any patron whose privileges to use the Library have been denied may not enter the Library. Any patron whose privileges have been limited may not use the Library in any manner that conflicts with those limits placed on the patron by the Director, his or her designee, or the Library Board.

D. Engaging in Proper Library Activities. Patrons shall be engaged in activities associated with the use of the Library while in the building. Patrons not engaged in reading, studying, writing, participating in scheduled Library programs, and using Library materials shall be required to leave the building and shall not remain on Library property.

E. Considerate Use. The following behavior is prohibited in the Library Building.

1. Spitting;

2. Running;

3. Putting feet or legs on furniture;

4. Using obscene or threatening language or gestures.

5. No food or drink may be left unattended inside the library or anywhere on the library premises. No food or drink is allowed into the library which could result in damage to library property.

F. Panhandling or Soliciting. Panhandling or soliciting Library staff or patrons for money, products, or services inside the Library or on Library property is prohibited. Sales of products or services that are incidental to Library programming may be permitted if approved in advance by the Library Director.

G. Interference with Staff. Patrons may not interfere with the staff’s performance of duties in the Library or on Library property. This includes engaging in conversation or behavior that monopolizes or forces the attention of staff for an inappropriate period of time, inappropriate personal comments, sexual advances, or physical and/or verbal harassment.

H. Campaigning and Similar Activities. As a limited public forum, the Library reserves the right to regulate the time, place, and manner for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting on Library grounds as follows:

1. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting are prohibited inside the Library building.

2. Campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside the Library building but on Library property are subject to the following requirements:

a. Persons or groups are requested to sign in at the Checkout Desk in advance.

b. Use of the Library property does not indicate the Library’s opposition or endorsement of the candidate or issue that is the subject of the petition, interview, campaign or discussion.

c. Permitted areas for campaigning, petitioning, interviewing, survey-taking, pamphleteering, canvassing and soliciting outside of the Library building shall be limited to the areas 25 feet from all entrances.

d. No person shall block ingress or egress from the Library building.

e. Permitted times will be limited to the operating hours of the Library.

f. Campaign material, literature or petitions may not be brought into the Library, posted at the Library or left on Library property.

I. Sales. Selling merchandise on Library property without prior permission from the Director is prohibited.

J. Distributions; Postings. Distributing or posting printed materials/literature on Library property not in accordance with Library policy is prohibited.

K. Restrooms. Misuse of restrooms, including laundering, sleeping, shaving, hair cutting or trimming, bathing, and sexual activity is prohibited. Library materials may not be taken into restrooms.

L. Harassment. Staring, photographing, video recording, audio recording, following, stalking, harassing, arguing with or threatening or behaving in a manner (1) which can reasonably be expected to disturb Library users or staff while in the Library or on Library property so that it interferes with the Library patrons' use of the Library or (2) that interferes with the Library patrons’ use of the Library or the ability of the staff person to do his or her job is prohibited.

M. Loud Noise. Producing or allowing any loud, unreasonable, or disturbing noises that interferes with other patrons use of the Library or which can be reasonably expected to disturb other persons or have the intent of annoying other persons, including yelling, cheering, talking (with other, in monologues or on the phone) or noises from electronic, entertainment, and communication devices, such as cell phones, tablets, smartphones, headphones, and radio is prohibited.

N. Patron Odor. Offensive patron odor, including but not limited to body odor due to poor personal hygiene, overpowering perfume, or cologne that causes a nuisance is prohibited. (For example, if the patron’s odor interferes with staff or other patrons’ use of the Library, the patron violates this Policy).

1. Cell Phones. Although patrons may have cell phones or smartphones in the Library, smartphone or cell phone use that creates a noise or requires the patron to speak loudly is prohibited in the Library facilities. No speaker features may be used while in the library. Those patrons desiring to use smart phones or cell phones to speak or make noise must use the phones outside of the Library facilities.
2. Library Policies. Patrons must adhere to all Library Policies.

Q. Identification. Patrons must provide identification to Library staff when requested.

1. Tables or Structures on Library Property. No person may use or set up a table, stand, sign or similar structure on Library property. This does not apply to Library-sponsored or co-sponsored events.
2. Smoking; Tobacco Use. Smoking, using e-cigarettes, vaping, or chewing tobacco is prohibited on Library property.
3. Shirts and Shoes. Shirts and shoes are required for health reasons and must be worn at all times inside the Library and on Library property.

**IV. Rules for the Use and Preservation of Library Materials and Property.**

A. Care of Library Property. Patrons must not deface, vandalize, or improperly remove Library materials, equipment, furniture, or buildings. Patrons shall be responsible to reimburse the Library for costs incurred by the Library for violating this provision. Patrons shall not cause damage by returning books containing bedbugs or bringing bedbugs into the Library.

B. Internet Use. Patrons must abide by established provisions of the Saranac Public Library Internet Use Policy.

C. Equipment. Library phones and staff computers are for staff use only.

D. Authorized Lending. Library materials may only be removed from premises with authorization through established lending procedures.

**V. Rules for the Safety of Youth.**

Parents, guardians or responsible caregivers must be present and responsible for the supervision of children age under the age of ten (10) and pursuant to the Children in the Library Policy.

**VI. Disciplinary Process for Library Facilities.**

The Library Director or the Director’s designee may restrict access to Library facilities with immediate dismissal of the patron from the premises, by suspending the patron's access to Library facilities for a set period of time, or by denying access to specific services and/or programs pursuant to this Policy. If necessary, the local police may be called to intervene.

A. Incident Reports. Library Staff shall record in writing in the form of an Incident Report any violation of this Policy that resulted in a verbal warning or a suspension of Library privileges. By the end of the day on which the incident occurred, an Incident Report shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. A copy of the suspension of privileges letter should be attached, if applicable.

B. Violation of the Policy – Suspension of Privileges: Unless otherwise provided in this Policy, (see Section C below), the Library shall handle violations as follows:

1. *Initial Violation*: Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.

2. *Subsequent Violations*: The Director or the Director’s authorized designee may further limit or revoke the patron’s Library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

C. Violations that Affect Safety and Security: Violations involving verbal abuse, violence, threatening behaviors, sexual harassment, vandalism, drug sale or use or attempted drug sale or use, intoxication, theft or attempted theft, physical harassment, sexual misconduct or any behavior that threatens the safety and security of staff and/or patrons shall be handled as follows:

1. *Initial Violation*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of Library privileges in order to give the Library sufficient time to investigate the incident. After the investigation is completed, the Library Director or his/her designee may add additional time to the initial limitation or suspension period.

2. *Subsequent Violations*: The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron’s Library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

D. Reinstatement: The patron whose privileges have been limited or revoked shall attend a meeting with the Director or the Director's designee to review the Library Patron Behavior Policy before their privileges may be reinstated. The Library Director or his or her designee may impose conditions for the reinstatement.

#### **VII. Right of Appeal.**

Patrons may appeal (1) a decision to limit, suspend or revoke privileges or (2) the conditions placed on reinstatement by sending a written appeal to the Library Board within 10 business days of the date of the decision being appealed. The appeal should be sent to the President of the Library Board. The decision of the Library Board is final.

**VOLUNTEER POLICY**

The Saranac Public Library recognizes the need for and welcomes community volunteers. Volunteers are individuals who give their time and talents to the Library without compensation. The Library Director shall have the authority to approve the use of volunteers.

Volunteers will be recruited without regard to any individual’s age, race, creed, color, national origin, religion, disability, genetic information, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level or any other legally protected characteristic.

Volunteers under the age of 18 must have parental approval and cannot work more than four (4) hours per day. Generally, the Library will not accept volunteers under the age of 14.

Volunteers will work under the direction of the Library Director or staff person designated by the Library Director and will follow all Library policies and standards, including the policies and laws regarding privacy of Library records. Training and information will be provided for the assigned tasks.

Volunteers may not:

* Perform activities that could reveal confidential patron information
* Use the Integrated Library System (ILS)

Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.