

JCWPL Policy Manual

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CONFIDENTIALITY OF PATRON RECORDS

It is the policy of the J.C. Wheeler Public Library to preserve the privacy of patron records in the Wheeler database as permitted by law.

Wheeler staff shall not release or disclose, in whole or in part, library records to any person other than the patron named in the record (i.e., the library cardholder) or the person liable for payment for or return of the materials identified in the record (for example, a parent or legal guardian) without an appropriate court or agency order or warrant.

The Michigan Library Privacy Act prohibits disclosure to all third parties, except as provided in MCL 397.603(2), which states: "Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record." In addition, and in certain circumstances, the USA PATRIOT Act, P.L. 107-56, supersedes the Michigan Library Privacy Act and disclosure of library records is mandatory pursuant to an appropriate federal agency order or warrant. Such federal order or warrant may also require the library to refrain from notifying the patron of the disclosure.

A "library record" may be a patron record, an item record, or the record of a transaction. Patron records, item records, and transaction records belong to Wheeler.

RELEASE OF INFORMATION FORM

I, the undersigned, consent to the release of the following described confidential records and/or information in the possession of Wheeler. I understand that this information cannot be voluntarily released without my consent, and Wheeler will not otherwise release such record or information without a court order.

(Describe the records or information)

Witness

(Authorized library employee)

(Name)

(Address)

(Library card number)

(Date)

JCWPL Policy 1.3

Last Reviewed 05/24/2022

PRIVACY POLICY

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

JCWPL Policy 1.4

Last Reviewed 05/24/2022

CONTROVERSIAL MATERIALS

Wheeler endorses the Library Bill of Rights and the Freedom to Read Statement.

In the event of a Censorship Complaint by a patron, the following procedure should be used:

- (a) Patron shall fill out complaint form.
- (b) Patron shall be informed of Library Bill of Rights and Freedom to Read statements.
- (c) Patron shall be asked to appear before the Library Board of Trustees to present their complaint.
- (d) The Library Board of Trustees will evaluate the complaint and report their decision to the patron.

JCWPL Policy 1.5

Last Reviewed 05/24/2022

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title_____

Book_____

Periodical_____

Other_____

Author_____

Publisher_____

Request initiated by_____

Address_____

City_____

State_____

Zip_____

Telephone _____

Do you represent?

_____ Yourself _____

_____ An organization (name) _____

_____ Other group (name) _____

To what in the work do you object? (Be specific. Cite pages.) _____

Did you read the entire work? _____

What part? _____

What do you feel might be the result of reading this work? _____

For what age group would you recommend this work? _____

What do you believe is the theme of this work _____

Are you aware of judgments of this work by literary critics _____

What would you like the Library to do about this work?

_____ Do not lend it to my child

_____ Bring it before the Library Board of Trustees for re-evaluation

_____ Other. Explain _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature _____

Date _____

JCWPL Policy 1.6

Last Reviewed 05/24/2022

TRUSTEE ATTENDANCE OF MEETINGS

Library board trustees are encouraged to attend all board meetings. If a trustee must miss a meeting, prior notification of same to the library board president or library director will be expected.

JCWPL Policy 1.7

Last Reviewed 05/24/2022

GOVERNING POLICIES ADOPTION

Wheeler acknowledges receipt of Southwest Michigan Library Cooperative Bylaws and Basic Plan of Service.

JCWPL Policy 1.8

Last Reviewed 05/24/2022

AMERICANS WITH DISABILITIES ACT (ADA)

JC Wheeler Public Library is subject to the provision of the Americans with Disabilities Act (ADA) of 1992, and the Michigan Handicappers Civil Rights Act. JCWPL staff are working to make for a more inclusive and accessible environment for both customers and staff. The Library does not discriminate on the basis of disability in admission or access to programs or activities, or in Library employment policies and practices. Reasonable accommodations will be made upon request from either the public or employees. Individuals needing special services for access to Library programs and meetings should contact the Library (269-672-7875) at least 72 hours in advance of the program/meeting in order that appropriate arrangements can be made if possible.

Section 2: Circulation Policies

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CIRCULATION

1. All circulating materials will be loaned according to the following schedule:
 - A. Books, audio sets, videos and DVDs—21 days.
 - B. Magazines—seven days.
 - C. Encyclopedias—one day.
2. Materials may be renewed at the discretion of the library staff.
3. The JC Wheeler Public Library recognizes the barrier to access that library overdue fines create for families. For this reason, the library does not charge overdue fines on materials. However, this does not mean that patrons can take an item and never return it with no penalty or completely ignore due dates on the items that they checkout. Existing checkout limits still apply and if materials are not returned within the amount of time listed in this policy, the library will bill replacement costs/materials recovery fines/processing fees for the items not returned as listed in this policy. Damaged materials replacement costs are also not included in “fine free.” Fine free relates solely to overdue fines on materials.
4. A patron will not be able to check out any materials if he or she has any outstanding fines or overdue books amounting to over ten dollars (\$10).
5. If a library book is lost or damaged beyond repair, the patron will be charged the current replacement cost, plus a two-dollar (\$2) handling fee. Current replacement cost is determined by current catalog price or Books in Print price.
6. If overdue materials have not been returned after the patron has been notified in an eight (8) week period, the patron will be charged for current replacement cost plus a two-dollar (\$2) handling fee.

CLAIMS RETURNED POLICY

When a patron’s number of “claimed returned” requests becomes suspect (three incidents), the library director will pursue the matter by sending a letter to the patron. The letter will set forth the following procedure:

The patron will submit a list of items being returned which will be checked, dated and signed by a library staff person. Thereafter, should the patron receive an overdue notice on any of these

materials, the patron will be able to show receipt. It will be the patron's responsibility to keep the receipt. This procedure will not extend beyond the six months of active borrowing.

JCWPL Policy 2.3

Last Revised 10/23/2018

COPY MACHINE

The copy machine is to be accessible to the public.

Library staff is encouraged not to copy copyrighted materials for patrons and to be familiar with copyright law.

Each photocopier machine in the library will have the copyright law posted immediately beside it.

Violations of the copyright law are the responsibility of the copy-machine user.

The library is not responsible for the quality of the copies.

Users will find the fees posted in a prominent place by each machine. Fees are fifteen cents (\$.15) per page.

JCWPL Policy 2.4

Last Revised 10/23/2018

FAX MACHINE POLICY

Library staff will send and receive messages for patrons. Patrons will not have direct access to the fax machine. Cost of incoming or outgoing fax will be one dollar (\$1) per page. Cost for fax messages out of the United States will be three dollars (\$3) per page.

JCWPL Policy 2.5

Last Revised 10/23/2018

INTERNET USE POLICY AND GUIDELINES

The J.C. Wheeler Library is pleased to offer access to the wealth of information available on the Internet.

The Internet offers unlimited global access to information. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Library is unable to monitor or control the content of the materials on the Internet that changes rapidly and unpredictably. The Library does not control the Internet and its resources and assumes no responsibility for the quality, accuracy or currency of any Internet resource. Neither the Library nor its director, staff, or board members shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users should evaluate Internet sources just as they do other sources of information.

POLICY AND GUIDELINES FOR PUBLIC ACCESS TO COMPUTERS & INTERNET

1. All patrons, regardless of age, must register at the desk with a valid library card or ID before using a public-access computer (PAC). First-time users must read and sign this policy before using a PAC. In the event the person requesting use of a PAC is a minor (anyone under the age of 18); the form must be filled out by a parent or guardian.

2. Use of the workstations will be limited to 30 minutes if others are waiting. Computer use by a customer is limited to 2 hours a day. Extension of the time limit may be granted by special permission. Library staff has the authority to extend or decrease time limits as necessary, depending on demand. Computers will be shut down 15 minutes prior to the library's closing time.

3. The Internet workstation must be used in a responsible manner respecting the rights of others, and taking care with use of the equipment. Computer and Internet settings may not be changed and the downloading of files is prohibited.

4. The Library's Internet may not be used for any unlawful or improper activities prohibited under local, state or federal laws. These activities include, but are not limited to:

- Displaying, transmitting or exhibiting to minors sexually explicit material harmful to minors as defined by MCL 397.606 (Section 6 of the Library Privacy Act).
- Hacking or spamming
- Infringement of copyright law
- Damaging or altering of software or equipment
- Fraud
- Distribution of unsolicited advertising or propaganda of computer viruses
- Libeling, harassing, or slandering other users
- Solicitation of minors

5. Printing may be done at the posted price per page. Printing from laptops is not available.

6. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians are responsible for monitoring their child's internet usage.

7. The J.C. Wheeler Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Customers are not to display on screens and/or print materials that may be objectionable, obscene or unlawful.

8. Internet access may not be available due to technical problems.

9. Library staff are authorized to terminate any user's access session for up to one month if the user had failed to comply with the library's Internet Policy and/or rules. The library director may impose longer or permanent restrictions for violations of the library's Internet Policy.

10. Internet users whose access session had been terminated or prohibited may request the decision reviewed by the Board of Trustees.

11. No open container drinks are allowed in the computer area.

JCWPL Policy 2.7

Last Revised 10/23/2018

LIBRARY CARD POLICY

1. We encourage all patrons over the age of 10 to have their own library card. Parents should decide in the case of young children.

2. If the card is lost, a fee of two dollars (\$2) will be charged to obtain a replacement.

JCWPL Policy 2.8

Last Revised 10/23/2018

COLLECTION DEVELOPMENT

1. Objectives

The purpose of the JC Wheeler Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the JC Wheeler Public Library Board of Trustees and are integral parts of the policy.

The materials selection/collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

2. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the JC Wheeler Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

3. Criteria for Selection

The main points considered in the selection of materials are:

- a. individual merit of each item
- b. popular appeal/demand
- c. suitability of material for the clientele
- d. existing library holdings
- e. budget

4. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the JC Wheeler Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

5. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

JCWPL Policy 2.9

Last Revised 10/23/2018

DVD POLICY

The library will maintain a small collection of videos and DVDs that patrons may check out free of charge.

Section 3: Building Policies

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BUSINESS HOURS

Monday	12:00pm – 7:00pm
Tuesday	10:00am – 5:00pm
Wednesday	10:00am – 5:00pm
Thursday	Closed
Friday	10:00pm – 5:00pm
Saturday	9:00am – 1:00pm
Sunday	Closed

BULLETIN POSTINGS

RESPONSIBILITY AND GUIDELINES FOR APPROVAL

The responsibility for approval of exhibits, postings, and leaflets rests with the Library Director or senior staff person on duty. Decisions will be based on relationship of material to the mission of the library and general interest to Martin residents. Availability of space and size and/or quantity will also be considered. Priority for space will always be given to library sponsored activities or events.

1. A bulletin board for community information is located at the side entryway.
2. Only items of general community interest will be accepted on a space available basis.
3. Priority will be given for postings of events sponsored by local government and public schools.
4. Notices will be left up until the date of the event. Notices without dates will be left up for one month. Any notice can be removed regardless of date if space is needed for a notice with higher priority.
5. Information that is commercial; implies endorsement of a candidate, political group, or political activity; advocates a political position; or is inflammatory is not suitable for posting in the libraries.
6. Posting materials does not imply endorsement on the part of the library, its trustees or the Township.
7. All requests to post information on library bulletin boards must be submitted to and approved by the Director or senior staff person on duty. Items posted without the approval of the Director or senior staff person on duty will be removed.

JCWPL Policy 3.3

Last Revised 05/22/2017

HEALTH CRISES TO STAFF OR PATRON

In the event that a patron or staff member experiences a health crises (heart attack, seizure, difficulty breathing, etc.) call 911 immediately. Perform only such first aid techniques as you are qualified to perform. Keep non-essential persons away from the individual in crises.

ABOVE ALL, IN ANY CIRCUMSTANCE, DO NOT PANIC. REMAIN CALM AND IMPLEMENT POLICY AS QUICKLY AS POSSIBLE.

JCWPL Policy 3.4

Last Revised 05/22/2017

GIFT POLICY

The J. C. Wheeler Public Library accepts gifts without commitment as to final disposal. Monetary gifts in general shall be assigned where the need is greatest.

JCWPL Policy 3.5

Last Revised 05/22/2017

EMERGENCY SITUATIONS POLICY

The board of directors of J. C. Wheeler Public Library strives to provide an environment of comfort and safety for the citizens who frequent the library. In order to assure that safety and comfort, the following procedures will be followed in the event of fire, bomb threat or threatening individuals.

FIRE

In the event that a fire of any size breaks out, staff will usher all patrons out of the building through the nearest exit to a safe area, call 911 to report the fire, and wait outside for fire department response. No one is to re-enter the building for any reason until the all clear has been given by the Fire Department.

GENERAL

In the event of an emergency in the Martin area, the library will consider closing based on information from local, county or state law enforcement agencies. The Director or senior staff member should contact one of these agencies for information should an emergency arise. The decision to close will be made by the Director. If the Director is unavailable, the senior staff member will make the decision after consulting with a board member.

BOMB THREAT

In the event that a bomb threat is received, the following steps will be taken:

1. If the threat has been made by note:

- DO NOT TOUCH the note.
- Call 911 to report the threat.
- Evacuate the building of patrons and staff and send them to a designated “safe” place, away from the building.

2. If the threat has been made by phone:

- Call 911 to report the threat.
- Evacuate the building of patrons and staff and send them to a designated “safe” place, away from the building.
- No one is to re-enter the building for any reason until the all clear has been given.

THREATENING INDIVIDUAL

In the event that an individual poses a threat to the safety of patrons or staff by way of language, weapon, or physical force, the following steps will be taken:

1. If the threat level is not interpreted to be critical, the director or supervisory individual on duty will attempt to diffuse the situation and escort the individual out of the building.
2. If the individual refuses to cooperate, call 911 to report the incident. (Depending upon the situation you may judge whether this should be done within sight and hearing of the individual or from a remote location).
3. Clear all patrons and staff away from the area of the individual and wait for police response.
4. If the situation is deemed critical and police need to be contacted without arousing suspicion, the following steps should be taken:
 - Calmly arrange for patrons and staff to remove themselves from the vicinity of the individual.
 - Using a cordless phone, dial 911 and report the incident.
 - Await the response of the police.

JCWPL Policy 3.6

Last Revised 05/22/2017

PATRON POLICY

While libraries do understand and tolerate minimal noise levels, it is our desire to maintain a quiet and pleasant environment that is conducive to reading, studying, and quiet collaboration. To provide this environment for our community of users we ask that you keep conversations and other noise to a minimum. Exceptions will be made for certain programs at the director’s discretion.

The Library Staff reserves the right to ask any patron to leave the premises for disruptive or inappropriate behavior.

The Library Staff will document the incident in written form and submit the documentation to the Library Director.

JCWPL Policy 3.7

Last Revised 05/22/2017

LATCH KEY CHILDREN

The Library and/or Library Staff shall not be responsible for children left at the library. The Library and/or Library Staff will not provide child care.

JCWPL Policy 3.8

Last Revised 10/27/2021

MEETING ROOM POLICIES

1. The meeting room may be reserved for use by local or area educational, civic, cultural, community, professional or governmental groups. Local is defined as a Martin or legal service area-based organization or one with a significant Martin or legal service area membership.
2. Library use of the meeting room takes precedence over all other uses.
3. The library reserves the right to refuse the use of the room to groups because of noise, acts of vandalism or incitement to riot.
4. No general admission fee may be charged for any meeting or program held in the library, however donations could be accepted.
5. Exceptions will be made for meetings sponsored by the library or an approved non-profit educational group or institution for short term classes, institutes, discussion groups and forums involving small fees.
6. Profit-making organizations sponsoring educational programs of a non-profit nature will be permitted to use the room provided the meeting is open to the general public and is free of charge.
7. In accordance with the Michigan Public Accommodation Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction or discrimination based on race, sex, or religious creed.
8. The Library cannot provide personnel for supervision or assist in handling of exhibits or other materials needed by groups using the room. Nothing may be affixed to the walls permanently.
9. Light refreshments may be served with the prior approval of the Library Director. Smoking or alcoholic consumption will not be allowed nor may alcoholic beverages be brought onto the premises.
10. The meeting room will be available only during the Library hours unless appropriate arrangements are made in advance with the Library Director. If meetings extend past regular

library hours a fee of twenty-five dollars (\$25) per hour may be assessed plus a \$15 per hour staffing fee.

11. The room must be left clean and in its original condition. Full responsibility for any loss or damage arising out of or in connection with the use of the room must be assumed by the organization and its representative reserving the room.

12. A representative from the sponsoring organization must sign a reservation form at least one week prior to the scheduled meeting. It is expected that said representative will read this Policy Statement and be responsible for the observance of its provision.

JCWPL Policy 3.9

Last Revised 05/22/2017

MEMORIALS POLICY

The library, as a rule, accepts memorial gifts of money without commitment as to the disposition.

Should the donor(s) of the memorial monies wish the library to purchase a specific item, the final decision as to the appropriateness of the item(s) will be determined by the library trustees and /or the Library Director. A list of contributors will be sent to the family and whenever possible thank yous will be sent.

JCWPL Policy 3.10

Last Revised 05/22/2017

SMOKE FREE BUILDING

In order to comply with Public Act 296 of 1988, the Library Board passed a resolution stating; the entire Library Building has been designated a "Smoke Free Building". This policy applies to Library Staff and the general public.

JCWPL Policy 3.11

Last Revised 05/22/2017

CELL PHONE USE

Ringling phones and loud conversations make library use difficult for many people. While libraries do understand and tolerate minimal noise levels, it is our desire to maintain a quiet and pleasant environment that is conducive to reading, studying, and quiet collaboration. To provide this environment for our community of users we ask that you observe the following courtesies.

1. Turn your cell phone off or switch to vibrate mode before entering the library building.
2. Anyone receiving a call must immediately put the call on hold and move to the community room or the foyer.

3. If making a call, we ask that you move to the community room or the foyer.

JCWPL Policy 3.12

Last Revised 10/27/2021

INCLEMENT WEATHER POLICY

Winter Storms:

The library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The primary factor of any decision made will be the safety of the staff and the library patrons. However, maximum effort will be made to maintain regular library operating hours. If a decision is made to close or postpone, the necessary announcements will be made on social media, our website and our blog.

Tornado Watch (conditions for a tornado are favorable etc.) or Severe Thunderstorm Watch: Patrons will be alerted that a tornado watch or severe thunderstorm watch is in effect. Staff will close all blinds around the building in work and public areas at this time.

Tornado Warning (i.e., tornado sighted) or Severe Thunderstorm Warning:

Staff will alert patrons and assist them in moving immediately to SAFE AREAS of the building. Staff will themselves move to SAFE AREAS of the building.

- The SAFE AREA in the building is in the staff restroom.
- We cannot physically make patrons move to the SAFE AREA.

The director will use his/her judgment regarding thunderstorm warnings.

JCWPL Policy 3.13

Last Revised 05/22/2017

POWER OUTAGE

If the power goes out during regular business hours, please evacuate the building of all patrons for their own safety. Staff should call Consumers Energy to report the outage and get an estimated restoration time. If the estimated restoration time is lengthy, the staff should close the library for the rest of the day and re-evaluate the situation on the next business day.

JCWPL Policy 3.14

Last Revised 05/22/2017

CLOSING FOR ILLNESS

The library may close if the local public school is closed because of a large number of sick students and staff to help discourage the spread of germs. Library programs may also be cancelled.

PANDEMIC PREPAREDNESS POLICY

The purpose of this policy is to protect our staff, patrons and community in the event of a pandemic outbreak.

Due to the ever-changing nature of a pandemic, the Board grants the Library director the ability to alter, change, or adapt this policy as the Director deems necessary to comply with local, state, or federal executive orders or CDC and Health Department recommendations. The Director will remain in contact with the Board President and/or Vice-President regarding any alterations to the policy and they will be discussed at the next meeting.

This Policy does not change any other library policy. However, where there is conflict, this policy takes precedence during a pandemic.

Hygiene:

- A list of good hygiene practices will be posted in the appropriate areas.
- Hand sanitizer and/or hand soap will be provided for staff use.
- Hand washing awareness signs will be posted in all restrooms.
- Cleaning supplies will be provided to assist in keeping the library sanitized. Priorities include door handles, telephones, light switches, keyboards and other high touch areas.
- Cloth masks will be provided for employees to use when needed and staff trained how to properly use them and the proper use posted in the building as a reminder.
- Staff are encouraged to use good personal infection measures (cover one's mouth and nose when coughing/sneezing, wash hands often, avoid touching one's eyes, nose or mouth etc.)

Staffing:

- Staff may be re-assigned to do work they would not normally do, depending on availability of staff.
- Remote work may be needed. The Director will discuss this with the staff members this affects.
- Staff may be required to do a short health screening prior to their shift.
- Staff that are ill will be strongly encouraged, and may be required, to stay home at least 24 hours after they are free of fever (less than 100.4°F or 38°C.) or free of signs of a fever without the use of fever reducing medications.
- Staff may be instructed to stay home if there are changes in service hours or a closure.
- Essential employees required to be on site in the event of an extended closure will be identified by the Director.

- The library recognizes that employee absences during a pandemic might be due to personal illness, family illness, community containment measures, quarantines, school closures, and public transportation closures.

Services:

- During a pandemic every effort will be made to maintain library services.
- Due dates, renewals, and overdue policies may be relaxed at this time.
- The Director will authorize any needed service changes in consultation with the Board of Trustees.
- Public meeting room use, programs, public computers and other use of library equipment may be restricted or eliminated.

Communication:

- The Director will alert employees to critical news affecting library services.
- Changes in service and library hours necessitated by a pandemic will be publicized on the Library's website, Facebook page and posted on the front doors of the building.

Recovery:

- Full library services will be restored as conditions permit.
- Public programs and meeting room use will resume when recommended by public health authorities.
- If libraries have been closed for a pandemic, infrastructure will be evaluated and cleaning may be necessitated before re-opening.
- Staffing needs will be evaluated and adjusted as needed. Full staffing will be instituted as soon as possible.

Section 4: Personnel Policies

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AT-WILL-STATEMENT

While this manual set forth personnel policies and procedures, it is not to be construed or deemed in whole or in part an employment contract or agreement. The J.C. Wheeler Public Library (the library) hopes that employment will be rewarding, but both the employee and the library reserve the right to terminate the employment relationship for any reason at any time. Nothing contained in this manual should be considered to alter the at-will relationship between the employee, including the director, and the library. Simply put, this means that both the employee and the library retain the right to end the relationship at any time for any reason. Further, the personnel policies and procedures contained in this manual, and the terms and conditions of employment, can be modified only by the board of trustees of the library. No employee of the library, other than the director, has an authority to enter into any agreement for any specific period of time or to make any promise regarding the terms and conditions of employment.

ATTENDANCE

Prompt and regular attendance is an important job performance factor. All employees must report to work when scheduled or give sufficient reason and notice for not doing so. Sufficient notice for an absence that is not prearranged is not at the time the employee is to start work. Absences resulting in three consecutive days require a physician's note. If an employee has consistent difficulty in working his or her assigned shift, the director has the right to terminate the employment relationship.

Unnecessary, habitual or frequent tardiness or absence will result in disciplinary action up to and including discharge. An employee is considered tardy if not at work and ready to begin work immediately at the scheduled reporting time. Employees are not allowed to makeup the time from unexcused absences if they have used all of their sick time.

An employee may make up his/her time if the absence is prearranged with and approved by the director prior to the day of the absence or excused by a physician's note. The time made up needs to be preapproved by the director as to the availability of hours. Sick pay may be used for unexcused absences and call-ins. Vacation pay may only be used for time missed (not prearranged absences where the time is being made up) if his/her sick pay is gone.

JCWPL Policy 4.3

Last Reviewed 02/23/2021

BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family, employees shall be eligible for one (1) week of paid leave, according to the number of hours they normally work in one (1) week.

Immediate family being defined as: spouse, children, stepchildren, parents, sisters, and brothers.

JCWPL Policy 4.4

Last Reviewed 02/23/2021

BREAK TIME

On work days more than five (5) hours long, library staff will be allowed one break of fifteen (15) minutes with pay. Time of break will be at the discretion of the head library/library director.

JCWPL Policy 4.5

Last Reviewed 02/23/2021

COMPENSATORY TIME

If it is necessary for a full-time employee to work beyond her or his normal work-week hours, the employee can at her or his discretion, consistent with library scheduling, feel free to be away from the library with no loss of pay or other benefits for those overtime hours.

It is not necessary to accrue compensatory time, either earned or taken, if it involves less than one hour at a time. Compensatory time must be noted on statement of hours worked on a monthly basis.

Full-time employees may not accrue more than their normal work-week hours of compensatory time available for use at any given time. All time accrued must be taken within ninety (90) days.

Compensatory time earned cannot be converted into a cash benefit.

JCWPL Policy 4.6

Last Reviewed 02/23/2021

CONTINUING EDUCATION

Continuing education is designed to stimulate employee self-improvement and to encourage employees to improve their job skills. Also, it increases their value to the library when they pursue workshops related to their work.

Whenever possible, work schedules will be arranged so that it will be convenient for staff to attend workshops, meetings, etc.

1. All staff must accrue no less than 3 hours of continuing education/professional development per year. This can include online classes, workshops, in-service training or other appropriate in-person or online training that focuses on improving library related skills and services.

2. Expenses (library workshops and seminars only)

- Regularly scheduled library staff shall be reimbursed for the following expenses: mileage (at the current IRS rate), registration fees, and meetings.
- If library staff is scheduled to work on the day(s) of the workshop/seminar, they shall receive their regular day(s)' pay. Hourly library staff shall receive their regularly hourly wage for time spent at workshops, seminars, and meetings.
- Yearly expenses are not to exceed that which has been budgeted without approval of the trustees.

3. Reports to the Trustees

- Each person attending a workshop/seminar shall submit to the trustees a brief written outline of program content and include a running tabulation of credit units earned.

JCWPL Policy 4.7

Last Reviewed 02/23/2021

DRESS CODE

All employees are expected to dress in a neat, clean, professional manner, appropriate for our community and the job requirements.

Employees should not wear shorts to work.

Shirts with inappropriate logos or sayings are not allowed.

The Library Director shall have final discretion of appropriate work attire.

JCWPL Policy 4.8

Last Reviewed 02/23/2021

EMERGENCY CLOSINGS/PAY

If the library must be closed temporarily due to snow or other emergency (including power outage), employees will be paid for the hours they would have normally worked.

In bad winter weather, staff members who cannot travel to work will not be paid if the library is open for business.

JCWPL Policy 4.9

Last Reviewed 02/23/2021

GREIVENCE

In the interest of quality communication, job performance and service to the community, communications between the staff and trustees regarding library matters shall take place primarily at regular trustee meetings.

An employee, who believes that she or he has a grievance, shall first discuss the matter personally with the head librarian/library director within three (3) working days after the occurrence. Both parties are urged to resolve this matter in an informal manner.

If the grievance cannot be settled informally, the aggrieved employee shall submit a written statement outlining the complaint to the head librarian/ library director.

The head librarian/library director will direct the written complaint to the trustees' president.

The president and trustees will discuss the complaint at the next trustees meeting and render a decision within seven (7) working days. A written response to the employee will serve as official notification of the trustees' decision.

JCWPL Policy 4.10

Last Reviewed 02/23/2021

HOLIDAYS

The library will be closed on Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Memorial Day, Fourth of July, and Labor Day.

The library will be closed the Friday and Saturday following Thanksgiving Day in observance of the holiday.

All holidays falling on Sunday will be observed on the following Monday. The library will be closed.

JCWPL Policy 4.11

Last Reviewed 02/23/2021

HOLIDAY PAY

Library staff shall be paid for any holiday which falls on their regularly scheduled work day. All holidays falling on Sunday will be observed on the following Monday. Staff normally scheduled to that Monday will be paid for the hours they would normally work that day.

JCWPL Policy 4.12

Last Reviewed 02/23/2021

HIRING

Ads shall be placed by the trustees in area newspapers for staff positions.

Applicants for head librarian/library director shall be interviewed by the trustees and selected by vote.

Applicants for other staff positions shall be interviewed by the head librarian/library director, who makes recommendations to the trustees.

In the event the trustees are deadlocked, the head librarian/library director will be asked to cast a vote.

JCWPL Policy 4.13

Last Reviewed 02/23/2021

JURY DUTY

Employees who are called for jury duty, or as witness in court, shall be paid their normal wage for the time so spent, less any fees received, excluding mileage.

Time off for jury duty will not be charged against any vacation or sick-leave time.

JCWPL Policy 4.14

Last Reviewed 02/23/2021

LEAVE OF ABSENCE

Requests for leave of absence shall be made in writing to the trustees, stating the reason(s) for leave and the length of time requested.

Each request shall be acted upon on an individual basis. There will be no pay for a leave of absence.

JCWPL Policy 4.15

Last Reviewed 02/23/2021

LUNCH TIME

All library staff will be allowed a half-hour (30 minutes) unpaid lunch break per working day. Time of lunch will be at the discretion of the head librarian/library director.

JCWPL Policy 4.16

Last Reviewed 02/23/2021

MILEAGE REIMBURSEMENT

Library staff traveling on approved library business shall be reimbursed at the current IRS rate.

JCWPL Policy 4.17

Last Reviewed 02/23/2021

NEPOTISM

In order to avoid any conflict of interest, it is the practice of the library not to hire immediate family members of current employees and family members of trustees.

JCWPL Policy 4.18

Last Reviewed 02/23/2021

OUTSIDE EMPLOYMENT

Outside employment by an employee will not be acceptable if it conflicts with normal library work schedules. The library's operations cannot be dependent upon an employee's second job work schedule.

All employees, with proper prior notification, should be flexible enough to work during vacations and sickness of other employees. A second job would not permit this flexibility if worked during the library's open business days.

JCWPL Policy 4.19

Last Reviewed 02/23/2021

PATRON

The library staff reserves the right to ask any patron to leave the premises for disruptive or inappropriate behavior.

The library staff will document the incident in written form and submit the documentation to the head librarian/library director.

The head librarian/library director will share the information at the next regularly scheduled trustees meeting.

JCWPL Policy 4.20

Last Reviewed 02/23/2021

PROBATION

New personnel will be under a probation period of ninety (90) days. At the end of the 90 days, the head librarian/library director will give a written evaluation to the trustees.

In the case of the head librarian/library director being on ninety (90) day probation, the president will give an oral evaluation to the trustees.

JCWPL Policy 4.21

Last Reviewed 02/23/2021

SALARY

Starting salary for library personnel shall be no less than current minimum wage or an amount determined by the trustees based on applicant's qualifications.

At evaluation time every year, a cost-of-living increase, but not more than 5 percent, will be considered.

These salary increases will be awarded if the trustees determine funds will be available and staff evaluations are satisfactory. Increases would be added to the previous year's hourly amount.

JCWPL Policy 4.22

Last Reviewed 02/23/2021

SICK/PERSONAL LEAVE

The head librarian/library director will be eligible for five (5) paid days of sick/personal leave. These days are non-accumulative.

Library staff, other than the head librarian/library director, will receive paid sick/personal leave corresponding to the number of hours they normally work in one (1) week per year. These days are non-accumulative and follow the fiscal year

Employees must have been employed at the library for a minimum of one (1) year to be eligible for paid sick/personal leave.

JCWPL Policy 4.23

Last Reviewed 02/23/2021

STAFF EVALUATION

Once a year, in January, the head librarian/library director will evaluate staff members and share this report with the personnel committee. The head librarian/library director will then prepare a summary report to be given to all trustees.

All trustees will evaluate the head librarian/library director in January. These individual evaluations will be discussed and shared with the head librarian/library director by the personnel committee in and a composite report given to all trustees at the February meeting.

JCWPL Policy 4.24

Last Reviewed 02/23/2021

STAFF PRIVILEGES

Employees of the library are entitled to the following privileges.

1. Up to 25 pages of free copies each month.

2. Two free faxes each month.

Staff members must pay for library materials they lose and for damaged items.

All materials must be checked out before leaving the building.

JCWPL Policy 4.25

Last Reviewed 02/23/2021

TERMINATION

An employee may be dismissed for failure to meet their job requirements.

The employee shall be given written notice prior to dismissal. Three written warnings may result in termination.

A dismissed employee may request a hearing before the trustees. Such a request should be made in writing to the head librarian/library director, who will submit it to the trustees for action at their next regularly scheduled meeting.

JCWPL Policy 4.26

Last Reviewed 02/23/2021

VACATIONS

Vacation pay will be computed on the average hours worked per week in the previous calendar year.

Staff vacations will be earned (with pay) according to the following schedule:

One (1) year from date of hire... one (1) week

Five (5) years from date of hire... two (2) weeks

Ten (10) years from date of hire... three (3) weeks

Fifteen (15) years from date of hire... four (4) weeks

Employees must have been employed at the library for one (1) year to be eligible for a paid vacation.

Vacation time follows the fiscal year and if it is not used, vacation pay is forfeited.

JOB DESCRIPTIONS

LIBRARY DIRECTOR

Position Summary:

Under the direction of the Library Board, the Library Director oversees and directs all daily operations, and develops and implements long-term plans for the Library. Supervises all library personnel and oversees the development of the library collection, special programs and events.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Assist at circulation desk. Check materials in and out, register patrons and perform other tasks pertaining to patron service.
3. Encourage, establish and maintain effective working relationships with the Library Board, coworkers, volunteers, other community agencies and the public.
4. Hire, schedule, evaluate, promote, discipline, and terminate the employment of staff.
5. Plan and organize workload and staff assignments. Responsible for hiring, training, supervising and evaluating library employees.
6. Select and catalog the general collection of books and other items contained in the Library. Maintain collection through a regular schedule of weeding and re-ordering of outdated or worn materials.
7. Select, plan, organize and supervise a diverse offering of fun programs for all ages that encourage reading, learning and community connection.
8. Oversee and evaluate all library programs and outreach services.
9. Set up and clean-up programs space, assist presenter(s), and ensure that both the presenter and patron have a pleasant experience.
10. Prepare displays, booklists, and other suitable materials to support program topics.
11. Coordinate volunteers working on projects associated with library programs.
12. Evaluate programs, maintain program records and prepare related statistical and informational reports.

13. Prepare annual budget request and ensure effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
14. Seek supplemental funding opportunities through grants, endowments, bequests, and other appropriate sources.
15. Formulate, recommend and implement library policies and procedures as established by the Library Board, including personnel policies, job descriptions, operating procedures, and the implementation of automated systems and new technologies.
16. Prepare informational materials, articles and reports, and make presentations to publicize the exhibits, activities and services of the Library.
17. Keep abreast of modern developments in library science, new administrative techniques and current issues through research, continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.
18. Oversee the maintenance of the Library's network and OPAC software.
19. Work cooperatively with the Library's Friends Organization.
20. Maintain a newsletter and oversee on-line presence of Library.
21. Serve as representative to specialized community and professional groups.
22. Produce marketing materials including web content, print brochures, mailers, newsletters, emails, online and print advertisement, print/digital signage, event calendars, multi-media, and others that promote library services.
23. Maintain awareness of community interests and initiatives involving our patrons.
24. Perform related work as required.

Required Knowledge, Skills, Abilities & Minimum Requirements:

1. High school diploma.
2. Current Level 4 certification from the Library of Michigan. This is required within one year of employment for state aid purposes.
3. Previous experience working in a public library setting, including administrative and supervisory responsibilities.
4. Passion for providing an exemplary library experience to patrons and visitors.
5. Knowledge of legislation, funding, and legal issues surrounding libraries, and the ability to research and present these issues to the Library Board.
6. Knowledge of public relations techniques, marketing strategies and events planning.
7. Ability to hire, train, and supervise the work of library staff, including the ability to instruct others on the use of library computer systems and related technology.
8. Ability to maintain records and prepare comprehensive reports.
9. Thorough knowledge of the principles, practices and procedures of professional library administration including personnel administration, budgeting, grants administration, and program planning.
10. Thorough knowledge of children's literature, library collection and selection techniques.
11. Ability to maintain records and prepare reports.

12. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, board members, and the public.
13. Ability to instruct patrons on proper use of library equipment.
14. Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
15. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
16. Ability to adapt to changes in technology, patron expectations and community needs.
17. Ability to use basic office equipment, audio-visual equipment, and various computer programs, including word processing, spreadsheets, databases, and the internet.
18. Ability to work under stress with frequent interruptions and changes in work priorities.
19. Ability to work a varied schedule including nights and weekends.

Physical Demands and the Work Environment:

1. Visual acuity is necessary to view a computer screen and written materials.
2. Regularly required to communicate with others in person, online and on the telephone.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.

JCWPL Policy 4.27.2

Last Reviewed 02/23/2021

ASSISTANT DIRECTOR

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Work closely with the Library Director in planning library objectives and services and in recommending policy.
3. Assume responsibility for library operations in the absence of the Director.

4. Work with Social Media Specialist to help promote library services through social media and management of the website and blog.
5. Oversee and direct the efforts of library volunteers.
6. Organize and provide readers advisory services for youth and instruct staff in providing quality readers advisory assistance to young library members and their caregivers.
7. Participate in collection merchandising by identifying trends to support popular-browsing collection and seasonal displays.
8. Supervise Library Aides and ensure that the collection is neatly maintained and in good order.
9. Assist the Director in handling patron complaints. Investigate and respond to patron queries regarding services or policies.
10. Oversee the Library's Interlibrary Loan system: Train staff, troubleshoot and maintain workflow.
11. Oversee and evaluate all library programs and outreach services.
12. Instruct patrons in the use of the library and its resources
13. Keep abreast of modern developments in library science, new administrative techniques and children's materials through research, continued education and professional growth. Attend conferences, workshops, and seminars as appropriate.
14. Encourage, establish and maintain effective working relationships with the library director, coworkers, volunteers, other community agencies and the public.
15. Serve as representative to specialized community and professional groups.
16. Perform related work as required.

Required Knowledge, Skills, Abilities & Minimum Requirements:

1. High school diploma.
2. Previous experience working in a public library setting.
3. Basic knowledge of the principles, practices and procedures of professional library administration including personnel administration, budgeting, grants administration, and program planning.
4. Thorough knowledge of children's literature, library collection and selection techniques.
5. Knowledge of public relations techniques and events planning.
6. Ability to maintain records and prepare reports.
7. Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with employees, professional contacts, other administrators, board members, and the public.
8. Ability to instruct patrons on proper use of library equipment.
9. Ability to effectively communicate ideas and concepts orally and in writing, and make presentations in the public forum.
10. Ability to critically assess situations, problem-solve, and work effectively under stress, within deadlines and changes in work priorities.
11. Ability to adapt to changes in technology, patron expectations and community needs.

12. Ability to use basic office equipment, audio-visual equipment, and various computer programs, including word processing, spreadsheets, databases, and the internet.
13. Ability to work under stress with frequent interruptions and changes in work priorities.
14. Ability to adapt to changes in technology, patron expectations and community needs.
15. Ability to work a varied schedule including nights and weekends.

Physical Demands and the Work Environment:

1. Visual acuity is necessary to view a computer screen and written materials.
2. Regularly required to communicate with others in person, online, and on the telephone.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.

JCWPL Policy 4.27.3

Last Reviewed 02/23/2021

LIBRARY SOCIAL MEDIA SPECIALIST

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Answer telephone enquiries and provide general assistance.
3. Perform essential daily operations including opening and closing of circulation desk & building, emptying book drop and shelving library materials as needed.
4. Assist in the processing of inter-library loans.
5. Create, oversee, and collaborate with staff on social media strategies and approaches for various topics and audiences; ensure communication.
6. Generate, edit, and publish original content and share content regularly that builds meaningful connections and engagement.
7. Plan and manage social media events and projects to promote and inform the public about events, resources, and other efforts.

8. Monitor and evaluate effectiveness of social media strategies; ensure message accuracy, analyze and make recommendations.
9. Establish effective working relationships with staff, board members and patrons.
10. Perform other duties as assigned.
11. Work scheduled hours unsupervised from home as needed.

Required Knowledge, Skills, Abilities & Minimum Requirements:

1. High school diploma.
2. Neat and clean in appearance according to library policy.
3. Excellent interpersonal skills with the ability to make connections and establish positive working relationships with co-workers and the public.
4. Skill with computer programs including the basic software, library software and internet research.
5. Demonstrated knowledge of how different social media platforms work and how to optimize content so that it is engaging on each platform.
6. Demonstrated knowledge of social media trends and social analytics tools.
7. Demonstrated ability to effectively develop, implement, and evaluate social media strategies.
8. Ability to use good judgment and resourcefulness.
9. Ability to work remotely online.
10. Ability to work a varied schedule including nights and weekends.
11. After orientation, must demonstrate an understanding of library policies.
12. Required to work scheduled hours. If the employee is unable to work the scheduled hours, sufficient notice is required.

Physical Demands and the Work Environment:

1. Visual acuity is necessary to view a computer screen and written materials.
2. Hearing ability to answer telephone and patron inquiries.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.

LIBRARY/TECHNOLOGY AIDE**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. This does not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function.

1. Ensure an exceptional library experience by greeting, assisting, instructing, and promoting library services to patrons in a positive and pleasant manner.
2. Answer telephone enquiries and provide general assistance.
3. Perform essential daily operations including opening and closing of circulation desk & building, emptying book drop and shelving library materials as needed.
4. Assist in the processing of inter-library loans.
5. Perform ongoing computer maintenance, install updates and maintain computer network.
6. Install, configure, troubleshoot and support the hardware and software associated with the library's computers.
7. Train staff and library patrons in the use of public computers, internet, electronic databases and other library resources.
8. Keep up to date on the latest technology, and make recommendations for new hardware and software.
9. Maintain schedule of routine janitorial work to keep up the appearance of the library.
10. Notify supervisor of needed repairs.
11. Assist staff in meeting room and event set up as required.

Required Knowledge, Skills, Abilities & Minimum Requirements:

1. High school diploma.
2. Neat and clean in appearance according to library policy.
3. Excellent interpersonal skills with the ability to make connections and establish positive working relationships with co-workers and the public.
4. Skill with computer programs including the basic software, library software and internet research.
5. Ability to adapt to changes in technology, patron expectations and community needs.
6. Ability to use good judgment and resourcefulness.
7. Ability to work a varied schedule including nights and weekends.
8. After orientation, must demonstrate an understanding of library policies.
9. Required to work scheduled hours. If the employee is unable to work the scheduled hours, sufficient notice is required.

Physical Demands and the Work Environment:

1. Visual acuity is necessary to view a computer screen and written materials.
2. Hearing ability to answer telephone and patron inquiries.
3. Manual dexterity and sufficient computer skills to effectively access information on the computer.
4. Ability to access and retrieve books and other materials that vary in weight, size and shape and may be located at heights from floor level to over-head level.
5. Ability to lift and/or move items up to 25 lbs.
6. Ability to stand, walk, bend, kneel, crawl, reach, balance and sit.
7. Ability to stand or sit for extended periods of time at a busy circulation desk.
8. Ability to work nights and weekends.

JCWPL Policy 4.27.5

Last Reviewed 02/23/2021

LIBRARY AIDE**Basic Functions**

1. Assist in performing the basic clerical and custodial operations of the library.
2. Send overdue notices, helps prepare displays, registers borrowers, mends books, shelves books, and possesses typing and filing skills for cataloging.
3. Assist patrons in locating materials.
4. Keep library materials in proper order and other duties as assigned by the head librarian/library director.

Special Requirements

1. Neat and clean in appearance.
2. Communicate accurately, courteously, and quietly with staff and public.
3. Possess typing skills.
4. After orientation, demonstrate understanding of library policies.
5. Demonstrate enthusiasm for self-development.
6. Required to work scheduled hours. If the employee is unable to work the required scheduled hours, sufficient notice is required.

JCWPL Policy 4.27.6

Last Reviewed 02/23/2021

LIBRARY SUBSTITUTE

Basic Functions

1. Assist in performing basic clerical and labor under the direction of the head librarian/library director.

Specific Responsibilities

1. Shelf books, magazines, and other materials.
2. Read shelves to keep materials in proper order.
3. Keep library neat and in good order.
4. Charge and discharge books and other materials.

Special Requirements

1. Physical ability to carry, reach, bend, stand, stoop, and perform all duties above.
2. Neat, clean, orderly, quiet, and responsive.
3. Ability to shelve accurately by alphabetical or numerical sequence.
4. Must be available to report to work on short notice.

Appendix

1. [Mission Statement](#)
2. [Vision Statement](#)
3. [Library Bill of Rights](#)
4. [Freedom to Read](#)
5. [Library Privacy Act](#)
6. [Request for Reconsideration of Materials Form](#)
7. [Release of Information Form](#)
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JCWPL Appendix 1

Last Revised 10/04/2013

Mission Statement

The Place: To Read, To Learn, To Be.

JCWPL Appendix 2

Last Revised 10/04/2013

Vision Statement

As the heart of the Martin community, we hope to inspire a passion for reading that leads to lifelong learning.

JCWPL Appendix 3

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, 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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

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](#)

JCWPL Appendix 5

THE LIBRARY PRIVACY ACT

ACT 455 OF 1982

AN ACT to provide for the confidentiality of certain library records; and to provide for the selection and use of library materials.

History: 1982, Act 455, Eff. Mar. 30, 1983

The People of the State of Michigan enact:

Short title.

Sec. 1.

This act shall be known and may be cited as “the library privacy act”.

History: 1982, Act 455, Eff. Mar. 30, 1983

Sec. 2.

Definitions.

As used in this act:

(a) “Computer” means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations, to a person, computer program, computer, computer system, or computer network.

(b) “Computer network” means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more

interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(f) "Harmful to minors" means that term as it is defined in section 4 of 1978 PA 33, MCL 722.674.

(g) "Internet" means that term as defined in section 230 of title II of the communications act of 1934, chapter 652, 110 Stat. 137, 47 U.S.C. 230.

(h) "Library" includes a library that is established by the state; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; a community college district; a college or university; or any private library open to the public.

(i) "Library record" means a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(j) "Minor" means an individual who is less than 18 years of age.

(k) "Obscene" means that term as it is defined in section 2 of 1984 PA 343, MCL 752.362.

(l) "Sexually explicit matter" means that term as it is defined in section 3 of 1978 PA 33, MCL 722.673.

(m) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998 ;-- Am. 1999, Act 37, Eff. Aug. 1, 1999

Library record not subject to disclosure requirements; release or disclosure of library record without consent prohibited; exception; procedure and form of written consent; hearing.

Sec. 3.

(1) Except as provided in subsection (2), a library record is not subject to the disclosure requirements of the freedom of information act, Act No. 442 of the Public Acts of 1976, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(2) Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

(3) The procedure and form of giving written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2).

History: 1982, Act 455, Eff. Mar. 30, 1983 ;-- Am. 1996, Act 188, Imd. Eff. May 8, 1996

Violation of § 397.603; liability; civil action; damages; attorney fees and costs.

Sec. 4.

A library or an agent or employee of a library which violates section 3 shall be liable to the person identified in a record that is improperly released or disclosed. The person identified may bring a civil action for actual damages or \$250.00, whichever is greater; reasonable attorney fees; and the costs of bringing the action.

History: 1982, Act 455, Eff. Mar. 30, 1983

Sec. 5.

Selection and use of library materials.

(1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983

Sec. 6.

Restriction of internet access to minors; immunity from liability; exceptions.

(1) If a library offers use of the internet or a computer, computer program, computer network, or computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(i) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(ii) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999 ;-- Am. 2000, Act 212, Eff. Oct. 1, 2000

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____

Book _____

Periodical _____

Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____

State _____

Zip _____

Telephone _____

Do you represent?

_____ Yourself (name) _____

_____ An organization (name) _____

_____ Other group (name) _____

To what in the work do you object? (Be specific. Cite pages.)

Did you read the entire work? _____

What part? _____

What do you feel might be the result of reading this work? _____

For what age group would you recommend this work? _____

What do you believe is the theme of this work _____

Are you aware of judgments of this work by literary critics _____

What would you like the Library to do about this work?

_____ Do not lend it to my child

_____ Bring it before the Library Board of Trustees for reevaluation

_____ Other. Explain _____

In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated? _____

Signature _____

Date _____

RELEASE OF INFORMATION FORM

I, the undersigned, consent to the release of the following described confidential records and/or information in the possession of Wheeler. I understand that this information cannot be voluntarily released without my consent, and Wheeler will not otherwise release such record or information without a court order.

(Describe the records or information)

Witness

(Authorized library employee)

(Name)

(Address)

(Library card number)

(Date)

MEETING ROOM AGREEMENT

NAME OR GROUP: _____

DATE(S) REQUESTING THE MEETING ROOM: _____

REASON FOR REQUESTING: _____

MEETING ROOM POLICIES

1. The meeting room may be reserved for use by local or area educational, civic, cultural, community, professional or governmental groups. Local is defined as a Martin based organization or one with a significant Martin membership.
2. Library use of the meeting room takes precedence over all other uses.
3. The library reserves the right to refuse the use of the room to groups because of noise, acts of vandalism or incitement to riot.
4. No general admission fee may be charged for any meeting or program held in the library, however donations could be accepted.
5. Exceptions will be made for meetings sponsored by the library or an approved non-profit educational group or institution for short term classes, institutes, discussion groups and forums involving small fees.
6. Profit-making organizations sponsoring educational programs of a non-profit nature will be permitted to use the room provided the meeting is open to the general public and is free of charge.
7. In accordance with the Michigan Public Accommodation Act, these tax-supported facilities may be used only by those groups whose membership is open to all without restriction or discrimination based on race, sex, or religious creed.
8. The Library cannot provide personnel for supervision or assist in handling of exhibits or other materials needed by groups using the room. Nothing may be affixed to the walls permanently.
9. Light refreshments may be served with the prior approval of the Library Director. Smoking or alcoholic consumption will not be allowed nor may alcoholic beverages be brought onto the premises.
10. The meeting room will be available only during the Library hours at the discretion of the Library Director. If meetings extend past regular library hours a fee of twenty-five dollars (\$25) per hour may be assessed plus a \$15 per hour staffing fee.
11. The room must be left clean and in its original condition. Full responsibility for any loss or damage arising out of or in connection with the use of the room must be assumed by the organization and its representative reserving the room.
12. A representative from the sponsoring organization must sign a reservation form at least one week prior to the scheduled meeting. It is expected that said representative will read this Policy Statement and be responsible for the observance of its provision.

I have read the above policies and the person/group reserving the meeting room will abide by them.

Signature of responsible party: _____ **Date:** _____

Request Approved: _____ **Date:** _____

Request Denied: _____ **Date:** _____

Reason Denied: _____

INTERNET USE POLICY AND GUIDELINES

The J.C. Wheeler Library is pleased to offer access to the wealth of information available on the Internet.

The Internet offers unlimited global access to information. However, not all sources on the Internet provide information that is accurate, complete, current or legal. The Library is unable to monitor or control the content of the materials on the Internet that changes rapidly and unpredictably. The Library does not control the Internet and its resources and assumes no responsibility for the quality, accuracy or currency of any Internet resource. Neither the Library nor its director, staff, or board members shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users should evaluate Internet sources just as they do other sources of information.

POLICY AND GUIDELINES FOR PUBLIC ACCESS TO COMPUTERS & INTERNET

1. All patrons, regardless of age, must register at the desk with a valid library card or ID before using a public-access computer (PAC). First-time users must read and sign this policy before using a PAC. In the event the person requesting use of a PAC is a minor (anyone under the age of 18); the form must be filled out by a parent or guardian.
2. Use of the workstations will be limited to 30 minutes if others are waiting. Computer use by a customer is limited to 2 hours a day. Extension of the time limit may be granted by special permission. Library staff has the authority to extend or decrease time limits as necessary, depending on demand. Computers will be shut down 15 minutes prior to the library's closing time.
3. The Internet workstation must be used in a responsible manner respecting the rights of others, and taking care with use of the equipment. Computer and Internet settings may not be changed and the downloading of files is prohibited.
4. The Library's Internet may not be used for any unlawful or improper activities prohibited under local, state or federal laws. These activities include, but are not limited to:
 - Displaying, transmitting or exhibiting to minors sexually explicit material harmful to minors as defined by MCL 397.606 (Section 6 of the Library Privacy Act).
 - Hacking or spamming
 - Infringement of copyright law
 - Damaging or altering of software or equipment
 - Fraud
 - Distribution of unsolicited advertising or propaganda of computer viruses
 - Libeling, harassing, or slandering other users
 - Solicitation of minors
5. Printing may be done at the posted price per page. Printing from laptops is not available.
6. Parents or guardians, not the library or its staff, are responsible for the Internet information selected and/or accessed by their children. Parents or guardians are responsible for monitoring their child's internet usage.
7. The J.C. Wheeler Public Library is committed to providing an environment free from sexual and other forms of harassment and hate. Customers are not to display on screens and/or print materials that may be objectionable, obscene or unlawful.

8. Internet access may not be available due to technical problems.

9. Library staff are authorized to terminate any user's access session for up to one month if the user had failed to comply with the library's Internet Policy and/or rules. The library director may impose longer or permanent restrictions for violations of the library's Internet Policy.

10. Internet users whose access session had been terminated or prohibited may request the decision reviewed by the Board of Trustees.

11. No open container drinks are allowed in the computer area.

J. C. Wheeler Public Library
USER RESPONSIBILITY AGREEMENT

I have read and understand the J. C. Wheeler Public Library Internet use policy and guidelines and also the library's guidelines for public access computer use. I agree to be responsible for and abide by all the rights, responsibilities and disciplinary actions outlines in the policy.

If I am a parent/guardian, I assume that responsibility for my child.
The library staff determines the suitability of all materials and images and reserves the right to end an Internet/computer session at any time.

Patron Name: _____ Date: _____
(Please print legibly)

Patron Signature: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

This section must be filled out if the user is a MINOR (Minor being defined as anyone under the age of 18).

Parent/Guardian: _____ Date: _____
(Please print legibly)

Parent/Guardian Signature: _____

Parent/Guardian Library Card Number: _____