

Putnam District Library Patron Policies

History of Putnam District Library

Charles Putnam built the present structure that houses the Putnam District Library in 1884-1885. Since they had no heirs because their children died in infancy, the Putnams deeded the house and property to the Village of Nashville for the purpose of a library. All 300 of their books were included as well.

In 1923 the Nashville Women's Literary Club petitioned the Village to establish the library and were granted permission. They set about the task of converting the house into a library. The library opened to the public on September 1, 1923.

In 1965 the Village of Nashville petitioned the Township of Castleton to form a district library. Castleton Township agreed and the Putnam District Library was formed. The Village and Township shared equally in the funding and appointed two members from each unit to govern the library. A representative from the Literary Club had a non-voting seat on the board as well. In 1988, an addition to the library was completed which is now the children's room. In July of 1990 the Village of Nashville and the Township of Castleton approved the membership of Maple Grove Township as part of the Putnam District Library. Library service to Assyria Township is provided by Putnam District Library by contract with their Township board.

Today, the Putnam District Library is supported by a millage in Castleton and Maple Grove Townships, with penal fines from both Townships and Assyria Township, a per population amount from the Library of Michigan, and generous local donations. The Village of Nashville remains responsible for the maintenance of the building and grounds.

The Role of the Library

Putnam District Library attempts to meet the variety of needs of its surrounding communities. To fill these needs the staff will attempt to allocate resources to support the area. To this end, the library will:

- Serve as a center for reading, literacy and lifelong learning.
- Connect people who need information about community services, organizations and issues with local agencies or businesses.
- Support intellectual growth and achievement for individuals of all ages who may be engaged in a formal course of study.
- Provide equal access to information needed for informed daily living, decision making, problem solving, and thoughtful participation in community affairs
- Promote early literacy with a focus on lifelong reading habits for children and teens.
- Offer the community a gathering space that provides opportunities for interaction consistent with the library's emphasis on information and reading.

Vision Statement

Honoring the Past, Serving Today, Preparing for Tomorrow

Mission Statement

The mission of the Putnam District Library is to provide quality library resources and services, which fulfill the educational, recreational, informational, historical, and cultural needs of the entire community in an atmosphere that is welcoming, respectful, caring, and professional. The Putnam District Library upholds all library users legal right of access to Library resources, services and facilities. We uphold these rights in order to ensure the safety of users and staff, and to protect Library resources and facilities from damage.

(Modified ~ July 2009)

Library Card Information

Resident Library Cards

The State of Michigan certifies the service area of each library. Putnam District Library's service area is the Village of Nashville and the Townships of Assyria, Castleton, and Maple Grove. Putnam District Library cards are free to those who own or rent property in these townships. If inactive, resident cards expire after 2 years. (The library circulation system identifies "inactive" as any patron who has not checked out a physical item from the library.)

Non-Resident Library Cards

Library cards for those living outside of Putnam District Library's service district cost \$35.00 per year/per card. *(Some patrons from other service areas may have privileges at our library if they had cards in good standing previous to this policy's implementation in January 2009. This is at the discretion of the library director and is evaluated annually.)*

Maple Valley Schools Non-Resident Cards

Students currently attending Maple Valley Schools and employees of Maple Valley Schools may apply for a free non-resident card. This must be applied for annually and may only be used by the person to whom it is issued. The same guidelines as other non-resident cards apply.

Library Card Applications

The library card application is a legal and binding contract and, by signing the accompanying library card, the patron takes full responsibility for all materials borrowed on the account. Patrons are reminded that not returning library materials is a misdemeanor. By signing the contract, the patron also agrees to pay all copy/printing fees he initiates, library fines, and/or damage and replacement fees for materials checked out to the account.

Please note that a physical library card or government issued photo ID must be present when items are checked out.

Library Card Procedures

Library card applications must be opened in person. Proof of address and government photo ID must be provided at the time of application. If the government photo ID does not show a current mailing address, the applicant may show a utility bill, lease agreement, etc. as proof of mailing address.

Parents/guardians opening accounts for youth under 18 must also do so in person and provide proof of address. *Please note: The adult who opens the account is responsible for all use related to that card.*

When a physical library card is presented, the library assumes the bearer has permission to use the card for checkout of items except computer use/internet access. Therefore, patrons should keep a close watch on who has access to their cards and report lost/stolen cards immediately.

Individuals from the Amish community within the library's service area may obtain a library card without government photo ID, but must provide multiple pieces of credible mail.

Lost or Damaged Library Cards

Lost or damaged library cards may be replaced at the circulation desk for a charge of \$.50 per card, payable at the time a new card is issued.

Library Materials & Services

Loan Periods & Fines

Putnam Library books, audio, and other print materials:

- are checked out for a free two-week loan period.
- may be renewed up to two times for an additional two week loan period. This renewal may be done by phone, online, or in person.
- accrue fines of 10 cents per day for every day overdue.

Putnam Library DVDs:

- are checked out for a free one-week loan period.
- may be renewed a maximum of 2 times if not on hold for another patron. This renewal may be done by phone, online, or in person.
- accrue fines of 50 cents per day for every day overdue.

Digital materials:

- are checked out for a free 14 day loan period.
- may be renewed if no holds are on the item.
- do not accrue any fines and do not count against account limits of physical materials.
- are ultimately governed by policies shared by the Library Cooperative's online catalog.

Interlibrary loan (MeLCat) items:

- are assigned due dates by the library of ownership.
- may or may not be renewed via MyMeLCat account (or by library staff) depending on the library of ownership's policies.
- Patrons SHOULD NOT contact the library of ownership directly. Putnam staff will assist patrons with these items.
- accrue overdue fines of 10 cents per day.

Account Limits

- Each library card is limited to borrowing a total of 4 DVDs (provided by MeLCat or Putnam Library) at one time.
- Each card is limited to 1 new DVD, which are designated as such.
- Each library card is limited to borrowing a total of 14 items at one time. This is a combination of all physical items checked out, including those through interlibrary (MeLCat) loan.

Extended Loan Periods/Amounts

Extended loan periods/amounts are available when prearranged with the library director.

Other Library Services

- Black and white copies cost 25 cents per page.
- Color copies cost 50 cents per page.
- Black and white cardstock copies cost 35 cents per page.
- Colored cardstock copies cost 60 cents per page.
- Sending faxes costs \$1.00 for the first page and 25 cents for each additional page.
- Receiving faxes at the library is free; please let the staff know to expect one.

PLEASE NOTE:

The library and its staff are not responsible for faxes that do not reach their destinations. This includes faxes that aren't received due to poor line conditions or those that are lost at the recipient's number. Faxing overseas is not allowed.

Special Circumstances

Fine Thresholds

If a patron's overdue fines total \$5 or above—or if the total fines on accounts that share a responsible adult comes to that amount—then that account, and all accounts linked to it by a responsible adult, will be blocked until the fines are under \$5.

If a patron's fines are at or above \$10—or if the total fines on accounts that share a responsible adult comes to that amount—then a bill for the amount due will be sent.

No checkouts or Internet use will be allowed on any blocked accounts.

Lost or Damaged Library Materials

Damage to library materials consists of, but is not limited to, one or more of the following: torn pages, marks on materials, water damage, heat damage, “a dog ate my library book” damage or any other type of damage that deems the material unsuitable for circulation. This will be at the discretion of the director or designated staff member.

Typically, lost or damaged materials are replaced in one of two ways. First, the patron may pay the replacement cost for the item. Second, the patron can purchase a quality replacement copy for the item, if prior arrangements have been made with the director. Lost and damaged items should be reported as soon as possible to avoid accruing overdue fees/processing fees on top of any replacement costs.

Once a replacement fee has been paid, no refunds shall be given for items found at a later date.

Overdue Procedures

When items reach overdue status, staff members will do a shelf check for the item(s). If it is found on the shelf, it will be checked in and associated fines deleted. A shelf check will be repeated at each stage of the overdue process.

Patrons, with updated account information, will be notified 3 times regarding an overdue item. This may be by phone, text, email, and/or letter depending on the patron's preferences and the stage of the overdue item(s).

When an item has been overdue for a minimum of 90 days, it is marked lost/destroyed in the library's catalog. At this time, associated overdue fines are deleted and the replacement cost of the item is charged to the patron's account. Should the item be returned at some point after the 90 day overdue mark, the charge of the item will be reversed and the fine will be restored to the amount owed for days overdue or the max fine of \$20.00.

Claims Lost Materials

A claim lost is when a patron has received an overdue notice and is claiming he or she returned the materials. A claim cannot be made over the phone. A claim form must be filled out completely and turned in for review by the director.

1. The first claim will be accepted and kept on file; the patron will be still considered active and in good standing.
2. Should a second claim be filed, the director will review both claims and decide the standing of the patron and their borrowing status.
3. Upon a third claim, the library board will review all outstanding claims; the board will decide the standing of the patron and their borrowing status.

Public Relations

Patron Code of Conduct

Patron conduct, dress, and personal hygiene shall conform to the community standard for public places. This Code of Conduct is intended to encourage behavior that supports the library's mission to provide the best possible resources in a warm, welcoming environment. Behavior becomes unacceptable when it interferes with this mission, impinges on the rights of others, causes damage to buildings or equipment, or is hazardous to one or others. Those willing to modify unacceptable behavior are always welcome to stay.

Examples of Unacceptable Behavior include:

- Abandonment, or leaving young children unattended (see policies below)
- Abuse or vandalism of library materials, equipment or property
- Bare feet and/or being shirtless
- Bathing, shaving, washing clothes or other misuse of restrooms
- Bringing animals into the library (except service animals)
- Consumption of food or beverages in an inconsiderate or careless manner (No food or beverages are allowed by library technology.)
- Disruptive use of telephones, radios, television, or other electronic devices (Cell phone use is restricted to the entryways of the library.)
- Drunk or disorderly conduct
- Illegal activity of any kind
- Loitering, including refusing to leave at closing
- Loud talking, crying, yelling, whistling or any other disruptive noises
- Placing feet on chairs, tables, windowsills, railings, etc.
- Possessing, consuming or being under the influence of alcohol or illegal drugs
- Playing with or misusing elevators or any other library equipment
- Running in the building or on the stairs
- Selling or soliciting
- Skateboarding, using roller-blades, or a similar activity on library property
- Sleeping
- Smoking or related tobacco use on library grounds, including e-cigarettes
- Unruly, disruptive behavior
- Verbal and/or physical abuse or sexual harassment of library patrons or staff
- All weapons are banned from the library premises to the fullest extent permissible by law

Note: Occasionally, library programming may allow for the presence of some thing or action listed above within the threshold of Acceptable Behavior per library administration and staff. **(Updated December 2015)**

Unattended Children Policy

The Putnam District Library encourages visits by young children and it is our desire to make the library experience an enjoyable event for all ages of patrons. Responsibility for children using the library rests with the parent or assigned caregiver, not the library staff. For this reason, the library has made it a policy that children under age 8 must be under the supervision of a responsible adult or caregiver (13 or older) at all times while in the library.

Children Left At Closing

Parents should make arrangements for their children to be picked up when the library closes. Should it be determined that a child has been left at the Library without a ride or assistance home at closing time, every attempt will be made to contact an adult or family member of the child. If an adult or family member cannot be reached, the police will be called to escort the child home or keep the child until a parent can be reached.

Code of Conduct Violations

1. **Initial Violation:** When a patron is exhibiting unacceptable behavior, a library staff member will notify the patron verbally that their behavior does not follow the code of conduct. This notification will serve as a warning to the patron and if the behavior stops, they may stay.
2. **Second Violation:** If the patron does not comply with the initial request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
3. **Subsequent Violations:** The Director, or the Director's authorized designee, may further limit or revoke the patron's library privileges for up to six months if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

If the patron in question is a minor, official decisions regarding patron privileges will be sent in writing to the patron or the patron's guardian(s).

Internet Safety & Computer Use Policies

Putnam District Library strives to incorporate technology in support of the Library's mission, providing access for all of its patrons. Access to the Internet enables Putnam District Library to greatly expand its information services beyond traditional collections. The Internet offers access to Internet-based communications as well as a wealth of information and sites including useful ideas, information and opinions from around the world. However, not all sources on the Internet provide information that is accurate, complete or legal. Internet users will need to evaluate for themselves the validity of the information found.

Because the Internet is a vast and unregulated information network, it also enables access to information, ideas and commentary beyond the confines of the Library's mission and policies. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary that may be found on the Internet. The Internet may contain information that is controversial, sexually explicit or offensive to some patrons. Library patrons use the Internet at their own risk.

To comply with the laws of the United States and of the State of Michigan, the following rules are approved by the Library Board and shall be enforced by the Library Staff. The following should be read carefully as it explains the Library's service, expectations, and the responsibilities of both the Library and the user.

Types of Computer Users

At Putnam District Library, there are three types of computer users:

1. Library Card Holders:

A signature on the library card application indicates acceptance of the Library's policies. Patrons under the age of 18 must also sign their library card indicating acceptance of the Library's policies. It is also acceptable for the youth's responsible adult to sign their card as they are ultimately responsible for the account.

2. Guest Internet Users:

This user type is for visitors to our library who will only use the Internet for a limited period of time. This guest internet pass is good for 2 weeks. An individual may obtain 2 passes per year. ***Those who wish to use the computer more frequently will need to apply for a library card.*** Visitors under the age of 18 must have an adult with them to obtain a guest internet pass.

3. Staff Users:

Staff members are also library patrons and are accountable to the same policies as other users.

Use by Teen & Junior Users

As required by Michigan Public Act 212 of 2000 ("P.A. 212"), the Library will adopt and enforce a policy that restricts minors (patrons under the age of 18) ("Minors") from accessing obscene material, child pornography, or sexually explicit material deemed harmful to minors (as those terms are defined by state law) in their use of the Internet. To comply with P.A. 212, all public Internet access at the Library, including wireless access, will be filtered from receiving obscenity and sexually explicit material that is harmful to minors, as those terms are defined by P.A. 212. Patrons 18 years of age or older shall not allow Minors to view or have access to visual sexually explicit matter that is harmful to minors as defined in P.A. 212.

In addition to the filtering of all terminals, the staff, while not to be considered or used as "traffic cops" nor to act in loco parentis, shall make all reasonable efforts, within the course of their other duties, to monitor activity at the internet terminals. Minors may only have the filters disabled if they make a request in writing, with a parent or guardian's signature, on a form provided by the Library for (1) bona fide research or other lawful purposes and (2) only if a parent or legal guardian has accompanied them to the Library and is sitting at the computer station or terminal at all times. Minors may request in writing on a form provided by the Library that a particular site be unblocked, but only if the site does not include obscene or sexually explicit material deemed harmful to minors as defined by Michigan law. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Library Director or designated representatives.

As no filter is 100% effective, parents or guardians of Minors are responsible for their child's use of the Internet through the Library's connection. Minors will be allowed access to web-based e-mail and chat rooms. The Library reserves the right to require Minors to exit any chat room discussions or prevent access to any e-mail, including attachments, containing sexually explicit material that is harmful to minors as covered under P.A. 212. As with other materials in the Library's collection, it is the Library's policy that parents or legal guardians are responsible for deciding which library resources are appropriate for their children. The Library urges parents and guardians to discuss Internet use with their children and to monitor their use of this tool.

Internet Services Policies & Rules of Use

- Users must check out a computer station using card/guest pass. Failure to do so may result in termination of the User's work session.
- Internet access via the Library computers, and the computer network is available at all times that the library is open, unless the Library is experiencing technical difficulties. Use is limited to 30 minutes during peak times. Staff may grant extended periods of use as requested or limit use as need requires.
The Library's wireless connection is available at all times, unless the Library is experiencing technical difficulties.
- Library computers are provided for public access to the Internet, the library's catalog, reference materials, and productivity software. Users must not damage or alter the setup, hardware, or software of the Library's computers. Downloading of or use of personal software on the computers is prohibited. The Library is not responsible for damage to personal data, disks or equipment.
- Use of the Internet is free; however, the Library reserves the right to charge for printing. Users are responsible to pay for all pages they print; failure to pay all printing charges will result in the loss of computer privileges.
- The Library is not responsible for the security of any personal information, files, or communications disclosed on the Internet from the Library computers or using the wireless Internet connection; therefore, patrons should proceed at their own risk.
- Patrons should not download or save any information to the computer's hard drive. All information saved to the hard drive is deleted upon the computer being turned off or rebooted.

Internet Services Policies & Rules of Use continued

- All Library computers are configured to filter out obscene matter and sexually explicit materials. Unrestricted Internet access is available only to individuals 18 years of age or older or individuals under 18 years of age who are accompanied by and sitting at the workstation with their parent or guardian. Patrons 18 years of age or older may request in writing, on a form provided by the Library, to have the filters disabled for bona fide research or other lawful purposes. Those accepting this policy agree to use a designated workstation and to not create an offensive, intimidating or hostile environment for other Library users.
- Patrons 18 years of age or older may request in writing, on a form provided by the Library, that a site they believe has been erroneously blocked be unblocked unless such site violates federal or state law or Library policy.

All users of the Internet are expected to use this Library resource in a responsible and courteous manner, consistent with the purposes for which it is provided; and to follow all Library-related rules, regulations and procedures established for its use including those following as well as all applicable Library policies.

Computer resources may not be used for the following purposes:

- Violation of any applicable federal, state, or local laws, ordinances, rules, or regulations including laws related to obscenity, child pornography, and Minors viewing material deemed harmful to minors as defined by law. The Library's internet connection may not be used for any fraudulent or unlawful purpose.
- Destruction of or damage to equipment, software or data belonging to the Library or other users.
- Gaining or attempting to gain unauthorized access to or disrupting any computing, information, or communications devices or resources, including access codes, passwords, or network identification numbers assigned to others.
- Unauthorized copying of copyrighted or other protected material. Responsibility for any copyright infringement lies with the user. The Library expressly disclaims any liability or responsibility resulting from such use.
- Violation of computer system security.
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, etc.)
- Violation of another person's or party's privacy by misrepresenting oneself as another user; by attempting to modify or gain access to files, passwords or data belonging to others; and by seeking disallowed access to any computer system via the Internet.
- Use of any software other than what is provided by the Library without permission. This includes the attachment of equipment to the Library's computers or networks or the modification of any operating system or network configuration, and the downloading/uploading of files to/from the Library's computers.
- All forms of gambling, including but not limited to, casino games.
- Violation of any part of the Library's Patron Code of Conduct including, but not limited to, excessive noise or use of cell phones and the Unattended Children's Policy.

Users are cautioned that, because security in an electronic environment such as the Internet cannot be guaranteed, all transactions, files, and communication are vulnerable to unauthorized access and use and, therefore, should be considered public. The Library does not provide e-mail accounts to the public; however, web-based e-mail may be utilized. Attachments may be downloaded when technically possible, subject to the same rules as other Internet software.

Violations, Penalties, and Appeals

Law enforcement officials will be notified for violations of federal, state, and local laws; this may result in arrest or prosecution. In addition, the Library reserves the right to deny Internet usage to patrons with material(s) overdue and/or owing more than \$5.00 in fines or fees.

The Library takes seriously any violation of its policy. Thus, the Library Director or the Director's designee may restrict access to Library facilities by (1) terminating or limiting computer, Internet access or library facilities; (2) immediately dismissing the patron from the premises; (3) suspending the patron's access to library facilities for a set period of time; or (4) by denying access to specific services and/or programs pursuant to this Policy as set forth more fully below. If necessary, the local police may be called to intervene.

Incident Reports

Library Staff shall record in writing any violation of this Policy that resulted in a verbal warning or a suspension of library privileges. By the end of the day on which the incident occurred, a record of the incident shall be written and forwarded to the Library Director for logging and review. The report should include physical descriptions in addition to the name of the patron. Any restriction imposed by staff shall be documented on this report for review and follow up by the Library Director.

Policy Violations – Suspension of Privileges

Unless otherwise provided in this Policy, the Library shall handle violations as follows:

1. **Initial Violation:** Library patrons observed violating this policy will be asked to cease the violation with a verbal request. If the patron does not comply with the request, he or she will be asked to leave the building for the day. If he or she refuses, police may be called.
2. **Subsequent Violations:** The Director or the Director's authorized designee may further limit or revoke the patron's library privileges if infractions continue. Such limitation or revocation shall be in writing specifying the nature of the violation. Subsequent violations of the same rule shall result in additional suspensions of increasing length.

Violations that Affect Safety and Security

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

1. *Initial Violation:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. Violations of this nature will result in an immediate minimum two-week suspension of library privileges. The Incident Report shall specify the nature of the violation.
2. *Subsequent Violations:* The police will be called immediately. If the conduct constitutes a violation of local, state, or federal law, arrest or criminal prosecution may ensue. The Director or the Director's authorized designee, may further limit or revoke the patron's library privileges in escalating responses, which will be documented in writing. Subsequent violations of the same rule will result in additional suspensions of increasing length.

Staff will attempt to contact parents, schools, or the police when appropriate if the incident involves a minor. A written record of incidents, violations, and expulsions will be maintained. If patrons do not leave upon request, police will be contacted. Refusal to leave upon request will also be considered an infraction. Appeals shall follow the same process as all other Appeals to the Board.

Wireless Access

Putnam District Library provides wireless Internet access to users on their own laptops or other wireless-enabled devices. All users must abide by the above policies including compliance with any applicable state and federal laws. The Library's wireless connection is not secure. Users should use caution and not transmit personal information (credit card numbers, passwords, etc.) while using any wireless "hotspot." The Library will not be responsible for any information (including credit card numbers) which is compromised or for any damage caused to users' hardware or software due to power surges, or security issues or consequences caused by viruses or hacking. Anti-virus and security protection are the responsibility of the user. The Library is not responsible for laptops or other devices left unattended. Printing is not currently available via the wireless connection. Library staff can provide general information but cannot troubleshoot problems related to users' wireless devices or assist in making changes to users' network settings and/or hardware configurations.

Staff Assistance

Staff may assist library users in getting started on the Internet. However, the Library will not guarantee that Internet-trained staff will be available to assist users at all times. Staff is not able to offer extensive explanations about the Internet or personal computer use or provide in-depth training. Staff will do their best to provide information about Internet training opportunities in the community as well as Internet books and manuals. More extensive instruction may be available by arrangement with the Library Director.

(Adopted 2008, Filtering added Nov 2009, Reviewed Dec 2011; July 2012)

Collection Development Policy

Purpose of the Collection Development Policy

The purpose of a Collection Development Policy is to guide librarians and to inform the public about principles upon which decisions are made when adding or withdrawing materials from the library's collection.

Definitions

Collection development refers to the on-going activity of systematic acquisition and removal of library materials. Library materials can be in various formats, including print, audio, video or electronic.

General Principles of Collection Development

Putnam District Library will adhere to and support the Library Bill of Rights, the Freedom to Read, and the Freedom to View, as adopted by the American Library Association, a copy of each is included in the appendix. Thus, the library collection, protected by the First Amendment, is a marketplace of ideas which are contained in varied and divergent materials and formats.

Putnam District Library is committed to honor the rights of an individual to use the library regardless of age, race, religion, national origin, or social or political views. Responsibility for children's reading and viewing rests with parents or legal guardians. Library collection development should not be inhibited by the possibility that materials may inadvertently come into possession of children. Library materials will not be marked or identified to show approval or disapproval of the contents, nor will they be sequestered except for the purpose of protection from damage or theft.

Goals of Collection Development

- To maintain a well-balanced, diverse, and broad collection of materials for information, reference, and research to meet the needs of the community.
- To ensure that all parts of the collection are up-to-date, attractive, and well-maintained.
- To continually evaluate present print, non-print and electronic formats and to identify new formats that will make the collection more valuable.

Responsibility of Selection

The responsibility for collection development lies with the Library Director, who operates within the framework of policies determined and adopted by the Library Board. The Director may delegate to staff authority to interpret and apply policy on a day-to-day basis. Allocation of the materials budget shall be determined by the Director. The Library Director welcomes, and will consider for possible inclusion in the collection, recommendations from Putnam District Library cardholders.

As needed, the Library Director may also delegate authority for selection of materials to a committee outside the library staff (Ex: collaborative digital library materials). The library also provides access to additional materials offered via MeLCat (interlibrary loan); responsibility for the selection of these materials falls solely to the owning library.

Objectives of Selection

Selection is based on the merits of a work in relation to the educational, recreational, and cultural needs, interests and demands of the community served by Putnam District Library. Demand and use are key factors in the development of the general collection, with due regard for variations in educational level, reading interest and users' special needs. Every effort is made to represent all sides of controversial issues. Materials will be selected on the basis of expressed or anticipated popular demand, educational or literary merit, and/or cultural value, and/or availability through interlibrary loan. Space and budget are always considerations.

Within the framework of these broad objectives, selection is based more specifically on the particular needs and interests of the library's cardholders. In order to determine these interests, the staff may periodically analyze demographic information based on patron input and patterns of material circulation. No materials shall be excluded because of the race, nationality, religion, political or social view of the author.

Selection Process

The following sources may be used to help in the selection process:

- Advertisements
- Patron Requests
- Publishers' Catalogs
- Industry Websites
- Vendor/Sales Representatives
- Published Reviews

Donations

The library welcomes donations of books and other materials with the understanding that they will be considered for the collection according to the same criteria used for purchased materials. The copyright dates of donated materials should be in the last five years or be in excellent condition. The library does not accept encyclopedias, book sets, textbooks, Reader's Digests, VHS or cassette tapes. The library will also decline donations that are dirty, musty, or smell of pets or cigarettes. The library appreciates donations to be sorted before delivery.

Donations that are not added to the collection will be added into the library book sale or otherwise disposed of according to library policy. Donations may be acknowledged in writing at the request of the donor but will not be assigned a monetary value by any member of the library staff. Books purchased from the library book sale have suggested donation amounts of: \$1 for hardcover, 50 cents for softcover, \$2 for DVD and books on CD.

Maintenance of the Collection

The Collection of Putnam District Library is maintained through judicious weeding of outdated, outmoded, and/or worn materials. Decisions will be based on accepted professional practice as described in The CREW Method (Continuous Review and Evaluation for Withdrawal) and/or the professional judgment of the Library Director and library staff.

The weeding of a book collection is part of book selection – it is book selection in reverse – and therefore an important and conscientious effort to achieve a well-balanced collection relevant to the people served. It needs to be a continuous, consistent process. Factors to consider in weeding are the following:

- To identify and withdraw incorrect or outdated materials,
- To remove from the collection those materials that are no longer being used,
- To remove worn or damaged materials, and/or
- To increase circulation by eliminating overcrowding and making the desired materials more accessible

Items withdrawn from the collection will be disposed of in accordance with local law, which permits discarding into the trash, recycling of paper, or placing them in the Friends of the Library Used Book Sale.

Objections to Library Materials

Putnam District Library patrons who hold a valid library card may express his or her objections to library materials by completing a Request for Re-evaluation of Library Materials Form and submitting it to the Library Director for consideration. The Director or designee will respond in writing within 7 days. Patrons who are not satisfied with the response may request that the Library Board review their request; however, the decision of the Board is final.

(Adopted July 2012)

Requests for Records of Putnam District Library

The Putnam District Library supports the public's right to information regarding the affairs of Putnam District Library. This document outlines the Library's practices and policies in regards to citizen requests for Library records.

Recent Official Documents

The Library maintains copies of official library documents for the current and previous fiscal years.

Patron Records

Pursuant to Michigan's Library Privacy Act (1982 PA 455), a patron's records are confidential in nature and such records will not be made available to any other individual or to any agency of government without written authorization of the patron. The Library will resist the issuance or enforcement of any process, order, or subpoena until such time as the proper showing of good cause has been made in a court of competent jurisdiction.

FOIA Requests

The Putnam District Library is committed to complying with requests for Library records in accordance with the provisions of the Michigan Freedom of Information Act (FOIA). All requests will be processed according to the requirements of the MCLA 15.231 et. Seq.

FOIA requests should be made in writing and addressed to:

FOIA Coordinator
Putnam District Library
PO Box 920
327 N. Main Street
Nashville, Michigan 49073

Requests should be as specific as possible, so that the Library can identify the requested document(s). The written FOIA request must be dated, signed by the requester, and should include a time frame within which the requester would like to receive a response. It is also helpful to provide a phone number and/or email address, so that if necessary, the FOIA Coordinator can contact the requester to clarify a request.

FOIA Responses

In accordance with Michigan law, the requester will receive a response within five business days which will do one of the following:

- ~ provide the requested document(s);
- ~notify the requester of an estimated fee for providing the information;
- ~notify the requester of a 10 day extension in response time;
- ~deny the request, if the document is exempted under MCLA 15.231 et. Seq.;
- ~or a combination of the above.

Fees Related to Requests

The Library may charge a reasonable fee for the actual costs of copying, search, examination, review or redaction of public records, as allowed by MCLA 15.231 et. Seq.

FOIA Coordinator

The Library's Freedom of Information Act Coordinator is the Library Director. In the absence of the Director, staff will forward FOIA requests to a staff or board member who is authorized by the Director to respond to FOIA requests according to Michigan Freedom of Information Act provisions. The FOIA Coordinator will inform the Library Board of any requests denied.

FOIA Appeals

Denial of a request by the Library's FOIA Coordinator may be appealed to the Library Board by forwarding the request with a written notice of appeal to:

Board President
Putnam District Library
PO Box 920
327 N. Main Street
Nashville, Michigan 49073

(Adopted: June 2011)

Display Case(s) Policy

It is part of the library's role to provide access to intellectual and cultural resources to the community. Thus, Putnam District Library welcomes the opportunity to allow community groups, organizations, or individuals to use the various display cases of the library. Space is provided for displays of an educational, cultural, civic or recreational nature.

1. The library retains priority rights to all display space for library purposes.
2. Exhibit space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group.
3. Exhibits must support the mission of the library and not cause disruption of the regular flow of library work and service.
4. The library may limit the size of the display, number of items, schedule, and the frequency an individual or group has an exhibit.
5. Arrangements for exhibits must be made through the staff person in charge of exhibits. Reservations will be made no further ahead than 3 months in advance.
6. Final approval, however, shall be reserved to the library director. The library shall have the final decision on the content and arrangement of all exhibits. The library reserves the right to reject any part of an exhibit or to change the manner of display.
7. All publicity material relating to exhibits shall be submitted for approval by the library.
8. It is the responsibility of the exhibitor to set up and remove the exhibits in partnership with the library. Exhibits will normally be scheduled for a period of one or two calendar months.
9. The library assumes no liability in the event of damage, destruction, or theft of an exhibit.
10. The library will not provide storage for the property of organizations or individuals exhibiting in the library. Displays must be removed and picked up promptly.
11. All exhibitors are required to sign the display release form which releases the library from any responsibility for exhibited items.

(Adopted: March 2017)

Equipment &/or Property Loan Policy

To meet the Role of the Library as described at the beginning of this manual, it is sometimes deemed valuable to loan property and/or equipment to established businesses and organizations in the community.

Thus, Putnam District Library will loan items from its collection and/or library technology or other equipment for short periods of time. The loan of items is at the discretion of the Director; however, no loan is to exceed three months. The loan must be documented and signatures obtained using the proper form. Replacement costs may be charged to the borrowing party if an item is damaged.

(Adopted: April 2017)

Gift Policy

Putnam District Library views gifts as an important adjunct to the acquisitions program. Putnam District Library is grateful for contributions and recognizes the potential for gifts to play a significant role in collection growth and development. However, since gift materials have a significant impact on library space, processing costs and procedures, it is necessary that certain conditions be observed in accepting gifts.

It is the policy of Putnam District Library to accept gifts with the understanding that upon receipt, they are owned by the library, and therefore, Putnam District Library reserves the right to determine their retention, location, housing, circulation, classification, and other considerations relating to their use or disposition. Please note: Putnam District Library's local history collection focuses on Barry County, Nashville, and Maple Valley Schools.

The appraisal of a gift to Putnam District Library is the legal responsibility of the donor since the Internal Revenue Service considers a recipient library to be an interested party and, therefore, an inappropriate appraiser. Putnam District Library can assume no responsibility for the donor's appraisal of the gift items. The donor should submit a written notification stating the monetary value of the donated material. Acknowledgement of the gift will be furnished in writing by the library, should the donor need it for income, estate or other tax purpose. (Jan 2010)

Local History Room

The Local History room is to be supervised at all times during visits by staff or a volunteer. Per the library board, volunteers must be current library board or FOPDL board members, past board members whom are approved by the board, or other board-approved community members. (Oct 2017)

Library Administration

The library director is a person hired by the library's board of trustees to manage the business of the library. The director is responsible for implementing the policies adopted by the library board, such as those contained in this document, and for interpreting them to the library staff and community. The director has full responsibility for administration of the library building, staff, and collections within the policies set by the board of trustees and reports to the board monthly.

It is also the responsibility of the library director, and in the director's absence a designated staff member, to consider situations on a case by case basis, to consider the library's mission statement, and to respond judiciously.

Appeals to the Board

Requests regarding patron accounts should be made in writing to the library director within 14 days of the date of the decision. The appeal shall state why library privileges should be restored. The library director or a designee will respond to the appeal in writing within 14 days of the date of the appeal was received.

Patrons may appeal the library director's decision by sending an appeal in writing to the president of the library board of trustees within 14 days. The decision of the library board is final.

Any person may request a review of a library's policy by submitting a letter to the president of the library board of trustees. All requests will be considered; however, the decision of the library board is final.

Putnam District Library
Request to Unfilter a Public Access Computer

Date: _____

I, _____ (print name) hereby request the filter be disabled on my Public Access Computer (PAC). By making this request, I certify and/or acknowledge the following:

1. The library has only one PAC where the filter may be disabled.
2. I may have to wait if this computer is in use or having technical difficulties.
3. If someone is waiting for this PAC, I may not be able to extend my time beyond the initial time given to me.
4. By disabling the filter and using this computer, I may be exposed to websites containing disturbing and or controversial images and/or text.
5. I am making this request for "bona fide research or other lawful purpose or use."
6. I am 18 years old or older and have shown proper photo identification with birth date, or I am under the age of 18 years but am accompanied by my parent or legal guardian.
7. I have reviewed Putnam District Library's Internet Policies and will adhere to all provision contained within, especially in regards to material which is deemed harmful to minors.
8. Failure to follow the Library's Internet Policy may result in the loss of Internet privileges for me and the possibility of criminal charges.
9. My usage may be monitored by staff, and I may be asked to leave a particular website if they determine I am viewing material in violation of the Library's policies.

(signature)

(library card #)

(date)

If under age 18, your parent or guardian must approve this request by completing the following:

I am the parent/guardian of the person named above. I approve this request for temporary disabling of the technology protection measure (Internet filter) and acknowledge that I will remain at the computer with my Minor child.

Name: _____

Address: _____

Phone: _____

Parent/Guardian Signature: _____

Date: _____

Putnam District Library
Patron Request for Reconsideration of a Website

This form is for any patron to request that a particular website be blocked or unblocked. All blanks must be filled in completely and the form must be signed to be considered. If you need assistance in filling out this form, please ask staff. Once action is taken on this request, you will be notified. You may appeal the decision of the library, in writing, within 10 business days of your notification.

Name: _____ Library Card #/Guest: _____

Address: _____ Phone: _____

_____ Are you 18 years of age or older? _____

Website/URL: _____

I would like this **BLOCKED** or **UNBLOCKED** (Circle one). Date of Request: _____

Signature: _____

Please give a detailed reason for why you feel this site needs to be blocked or unblocked. If you wish a site unblocked, please print out and attach the blocking message you received. If you wish to have a site blocked, please note the section of the Library's Internet Policy that you feel it violates:

LIBRARY USE ONLY:

Date Received: _____ Staff Initials: _____ Date Reviewed by Director: _____

Decision:

Date of Patron Notification: _____ Director Initials: _____

Putnam District Library

Claims Lost Form

It is the policy of Putnam District Library to allow a patron to claim material(s) lost. Each claim must be for 4 or fewer items.

This claim means: 1. The patron is certain the material(s) have been returned and
 2. The patron or library staff cannot locate the material(s).

The claim will be removed from the file if: 1. The Patron locates the material(s) or
 2. Library staff locates the material(s).

Claims Process:

1. The first claim will be kept on file.
 - a. *The patron will be still considered Active and in good standing.*
2. Should a second claim be filed, the Director will review both outstanding claims.
 - a. *The Director will decide the standing of the patron and their check-out status.*
3. Upon a third claim the Library Board will review all outstanding claims.
 - a. *The Board will decide the standing of the patron and their check-out status.*

Date of Claim: _____ Patron's Name: _____

Claim #: 1 2 3 Patron Signature: _____

Call #	Title	Author	Due Date	Cost

Reviewed By: _____ Director's Initials: _____ Date: _____

7. Do you feel other library patrons would enjoy this material? Please explain.

8. The action I request is: **circle one**
Relocation Removal

Print Name: _____

Address: _____

City, State, Zip Code: _____ Phone: _____

Email address: _____

Signature: _____ Date: _____

Received by: _____ **Date:** _____

Putnam District Library Display Case Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to Putnam District Library for exhibit purposes only.

In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

Exhibition to be held in the

For the time frame of _____

Description of materials loaned

Signature _____

Printed Signature _____

Mailing Address

Date _____

Telephone _____

Cell # _____

email _____

Received by: _____

Putnam District Library Equipment/Property Loan Form

Date of Agreement: _____

Group/Person borrowing item(s): _____

Specific description of item(s):

Purpose/planned use of item(s):

Person(s) designated to pick up item: _____

Date & time window of pick up: _____

Person(s) designated to return item: _____

Date & time window of drop off: _____

Director Approval of Loan

_____ (signature) _____ (date)

Picked up

_____ (signature) _____ (date) _____ (staff initials)

NOTE: Replacement costs may be charged to the borrowing party if an item is damaged.

Returned

_____ (signature) _____ (date) _____ (staff initials)