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**TRENTON VETERANS  
MEMORIAL LIBRARY  
POLICY MANUAL**

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# MISSION STATEMENT OF THE TRENTON VETERANS MEMORIAL LIBRARY

The mission of the Trenton Veterans Memorial Library is to provide and promote public access to information through a quality collection of materials reflecting all viewpoints and services which fulfill educational, cultural, and recreational information needs of the community without discrimination in an atmosphere that is welcoming, respectful, and professional.

→The mission statement and library policy were adopted (date).

The Trenton Branch of the Wayne County Library System is established under the law for County Libraries: Act 138 of 1917 Michigan Compiled Laws.

## CITY OF TRENTON ORDINANCE LIBRARY COMMISSION GOVERNANCE

### Sec. 2-120 **Library Commission Continued; to be advisory only.**

An advisory library commission for the city is considered advisable for the study and review of existing facilities and policies of the library in the city and for recommending any improvements thereof, and to that end the Trenton Library Commission is continued and shall act solely in an advisory capacity to the city council.

### Sec. 2-121. **Composition; Appointment of Members.**

The advisory library commission shall be composed of five (5) members to be appointed by the mayor, subject to the approval by a majority vote of the members of the Trenton City Council. One (1) of the appointed members shall serve for a one-year term. Two (2) of the appointed members shall serve for a two-year term. Two (2) of the appointed members shall serve for a three-year term, and thereafter, commissioners shall be appointed for a three-year term. (Code 1968, S 1.122; Ord. No. 371-7, S 1, 7-15-74).

### Sec. 2-122. **Qualification of Members.**

All members of the library commission shall be residents and electors of the city in compliance with the city charter and shall be appointed, insofar as possible, from persons who are knowledgeable of library operations.

### Sec. 2-123. **Term of Office of Members.**

The term of office of each member of the library commission shall be one year and all members shall hold office until their successors are appointed. (Code 1968, S 1.124)

### Sec. 2-124. **Manner of Filling Vacancies.**

Vacancies occurring on the library commission other than through the expiration of the term of office shall be filled for the un-expired term by the mayor, with the approval of a majority vote of the members of the city council. (Code 1968, S 1.124).

**Sec. 2-125. Compensation of Members.**

Any member of the library commission who shall attend a duly called meeting of the commission shall receive as compensation thereof the sum of ten dollars (\$10.00). Attendance records shall be furnished to the city controller. (Code 1968, S 123)

**Sec. 2-126. General Powers and Duties.**

The powers and duties of the library commission shall be to collect, develop, and prepare necessary data and information on the existing library system service, formulate and recommend policies on operation of the library under generally accepted standards and guidelines developed by the American Library Association and the Michigan Library Association. The library commission shall make recommendations to the city council on hours of operation and improvements to the library.

**Sec. 2-127. Annual Estimate of Required Funds; Commission Not to Incur Obligations without Council Approval.**

The library commission annually shall prepare and present to the city council an estimate of any necessary costs and expenses required to carry on the work of the commission and said commission shall not obligate itself or the city in any financial undertaking unless and until first authorized and approved by the city council. (Code 1968, S. 1.126)

## **OFFICERS AND MEETINGS**

**Section 1.** The commission chair presides at all meetings, appoints committees with the approval of the commission, calls for any special meetings, and generally performs the duties of a presiding officer.

**Section 2.** The regular meeting of the Trenton Veterans Memorial Library commission shall be held each month. Meeting notices shall be posted in a public place setting forth the dates, times, and places of all regular meetings. Any changes to this schedule, as required, shall be posted in the monthly announcement of the regular meeting.

**Section 3.** Special meetings may be called by the chair or upon written request of two commissioners, provided eighteen (18) hours of notice is given of the time and purpose for which such meeting is called. The announcement of a special meeting at any meeting at which a quorum is present shall be sufficient notice of such meeting. Commissioners not present at the time of announcement of such special meeting shall be notified.

**Section 4.** Notices of regular meetings with agenda shall be posted in a public place and shall be distributed to all members at least (3) days before the meeting.

**Section 5.** The following items will constitute the agenda for regular meetings:

Call to order and attendance

Approval of minutes  
Citizens' comments  
Financial report  
Librarian Report  
Assistant Librarian Report  
Old Business  
New Business  
Adjournment

**Section 6.** A quorum for the transaction of business shall consist of three members of the commission.

**Section 7.** Any commission action, to be official must be approved at an official commission meeting by a majority of the quorum.

## **LIBRARY DIRECTOR**

**Section 1.** The library director shall be appointed by Wayne County.

**Section 2.** The branch library director of the Trenton Veterans Memorial Library reports to the Wayne County Library Director, the Mayor of the City of Trenton and the Trenton City Council.

**Section 3.** The library director or the library director's representative shall attend all meetings of the commission.

## **POLICY AMENDMENTS**

Policies may be amended at any regular meeting of the Commission by a majority vote of all members, provided the amendment was presented in writing at the previous regular meeting.

# PRIVACY POLICY

## COMPLIANCE WITH MICHIGAN LIBRARY PRIVACY ACT

It is the policy of the Trenton Veterans Memorial Library to preserve the privacy of 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 herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). **Exception:** Under Michigan Public Act 188 of 1996, library records may be disclosed upon consent of the person who is liable for payment for or return of the materials identified in that library record. **See Application for Borrowers Card.**

1. **Records Protected by the Michigan Library Privacy Act** The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 397.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library." "Library record" does not include non-identifying material such as circulation statistics. **Exception:** Under Michigan Public Act 188 of 1996, library records may be disclosed upon consent of the person who is liable for payment for or return of the materials identified in that library record. **See Application for Borrowers Card.**

2.. **Notification of the Library Director** Any employee of the Trenton Veterans Memorial Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any library records shall promptly notify the Library Director.

3. **Action by the Library Director** The Library Director, in a timely manner, shall review all requests and orders, consult with the City of Trenton attorney, as necessary, and respond in an appropriate manner to each such request and order in accordance with this policy.

4. **Requests for Library Records** The Library Director shall deny, in writing, all requests for the release or disclosure of library records, as defined under the Michigan Library Privacy Act, unless the Library Director has received the named patron's written consent for such release or disclosure.

5. **Court Order for Release of Library Records** The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3 (2) of the Library Privacy Act (MCL 397.603).

6. **Requests for Personal Information from Library Records** Requests for names, addresses, or telephone numbers from library records which are not available in published

sources such as telephone directories and street guides, shall not be honored because they are excluded by Section 13 (a) of the Freedom of Information Act (PA 442 of 1976).

7. **Authority for Policy** The authority for this policy is the Michigan Library Privacy Act, 1982 Public Act 455, MCL 397.601 - 397.605. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Freedom of Information Act (MCL 397.603 and MCL 15.243 [d]).

**TRENTON VETERANS LIBRARY FREEDOM OF  
INFORMATION ACT  
DENIAL OF REQUEST FOR INFORMATION**

TO: \_\_\_\_\_

You are hereby notified that your request of \_\_\_\_\_(date) has been denied because the information requested is exempt from disclosure pursuant to MCL 15.243 (1) (a). The Trenton Veterans Library maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers or other registration information without the written permission of the library patron.

Under Michigan law, you may commence an action in the Circuit Court to compel disclosure of public records (Freedom of Information Act, Section 10, MCL 15.240). We have attached a copy of the Freedom of Information Act for a full explanation of your right to seek judicial review under Section 10.

\_\_\_\_\_  
Name and Title of Person Denying Request

\_\_\_\_\_  
Date

# **CONFIDENTIALITY POLICY DISCLOSURE OF PATRON REGISTRATION INFORMATION**

It is the policy of the Trenton Veterans Memorial Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided herein.

All patron registration information shall be treated by the staff of the Trenton Veterans Memorial Library as confidential, including name, address, phone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. **Registration Records.** This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library →Privacy Act. For information on nondisclosure of those records, see Privacy Policy, page (7).

2. **Notification of the Library Director.** Any employee of the Trenton Veterans Memorial Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

3. **Action by the Library Director.** The Library Director, in a timely manner, shall review all requests and orders, consult with the City of Trenton attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, MCL 15.231 - 15.246.

4. **Requests for Registration Information.** The Library Director shall forward all requests for the release or disclosure of registration information to the Wayne County Librarian unless the Library Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library commission to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243 (1).

5. **Freedom of Information Act Requests for Registration Information.** The Wayne County Librarian shall deny, in writing, any designated "Freedom of Information Act" request →for the release or disclosure of confidential patron registration information. See page (9-10).

# **LIBRARY MATERIAL SELECTION POLICY**

This policy is based on the 'Library Bill of Rights' and the 'Freedom to Read.'

The Board of this library, in order to serve the whole community in the diversity of its needs, backgrounds, races, creeds, sexual orientations, genders or political beliefs declares that:

1. The librarians shall select and discard all books and other library materials in accordance with this policy, using the assistance of the staff, without outside interferences.
2. Selection of all materials shall be made on the basis of their interest and informative value to the whole community. No material shall be excluded because of the race, nationality, gender, religion, sexual orientation or political or social beliefs of its creator. It is the responsibility of the library to provide circulating, reference and research materials as required for use by the general public.
3. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that certain materials may inadvertently come into the possession of children. That patron for himself/herself alone must exercise censorship. The librarian and the Board cannot restrict the freedom of selection of the patron, and neither can the patron restrict the freedom of selection of other patrons.
4. No material shall be removed from free circulation except by order of a court of competent jurisdiction.
5. Complaints regarding material selection shall be taken on a Citizen's Request for Consideration of Library Material.
6. Librarians shall buy materials based upon reviews found in generally accepted professional sources.
7. Whenever possible, materials in a library shall reflect all sides of an issue, without favoritism or coloration of material based upon librarians' personal beliefs.
8. Materials purchased and housed in the library should reflect community standards whenever possible.

## **SPECIFIC PRINCIPLES FOR SELECTION**

The following principles, singly or collectively, will prevail in the selection of all library materials.

1. Contemporary significance or permanent value.
2. Accuracy.
3. Authority.
4. Relation of work to existing collection.
5. Price, format, and ease of use.
6. Scarcity of information in subject area.
7. Popular demand: The library may make materials available which are in high demand by the public, even if they are not of enduring value, interest, or accuracy. This demand may be filled by the rental collection as well as purchased materials.
8. Availability of material through interlibrary loan.

## **BOOK SELECTION AIDS**

Book selection aids used by the library staff include, but are not limited by:

1. Current review sources:
  - Publisher's Weekly
  - Library Journal
  - Booklist
2. Children and Young Adult:
  - Horn Book
  - School Library Journal
  - VOYA

Other pertinent books in the Professional Collection are consulted when considering purchases in specific subject areas. Publisher's catalogs are scanned for popular fiction. Nonfiction must be selected from review sources unless justification can be made for its purchase without such a review. Patron requests for consideration and recommendations are also investigated.

# TRENTON VETERANS MEMORIAL LIBRARY PATRON PURCHASE RECOMMENDATION

All recommendations are given to the appropriate librarian for final decision. If ordered, this item may be placed on reserve if requested.

AUTHOR \_\_\_\_\_

TITLE \_\_\_\_\_

BOOK \_\_\_\_\_ OTHER \_\_\_\_\_

REQUEST INITIATED BY: NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

PATRON REPRESENTS: SELF \_\_\_\_\_ LIBRARY CARD# \_\_\_\_\_

ORGANIZATION (NAME) \_\_\_\_\_

1. How did you find out about this item?

2. Have you read or heard any reviews by literary critics?  
(Please list sources)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. What are the main points of this material?

4. Why should the library buy this Item? What can you say in support of it? How does it supply a point of view not found in the collection?

5. For what age group is this recommended?

DATE \_\_\_\_\_ PATRON SIGNATURE \_\_\_\_\_

# **LIBRARY BILL OF RIGHTS**

The Trenton Veterans Memorial Library Board affirms the American Library Association Bill of Rights that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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

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

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

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

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

6. Libraries 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. Amended February 2, 1961, June 27, 1967 and January 23, 1980 by the ALA Council.

# THE FREEDOM TO READ

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and book sellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
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.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
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.
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, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

NOTE: "Books" as used in this statement include all kinds of materials acquired for library use.

Issued May 1953 by the American Library Association and the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972 by the ALA Council.

## **PROCEDURES IN A CENSORSHIP SITUATION**

Though care is taken to select valuable books for reading, occasional objections to a selection will undoubtedly be made. Many books are open to objections in one or more general areas:

- in the treatment of ideologies, of minorities, of love and sex
- in the use of language not approved by certain segments of society
- in the type of illustrations
- in the private life or political affiliations of the author
- in questions concerning science and religion

These objections can be answered if the policies presented below are understood and applied:

Religion - Factual, unbiased material which represents all major religions should be included in the library collection.

Ideologies - The library should make available basic factual information on the level of its patrons, on any ideology or philosophy which exerts a strong force, either favorably or unfavorably in government, current events, politics, education, or any other phase of life.

Sex and profanity - The fact of sexual incidents or profanity appearing in a book should not automatically disqualify it. Rather the decision should be made on the basis of whether the book presents life in its true proportions, whether circumstances are realistically dealt with, and whether the book is of literary value. Factual material of an educational nature should be included in the library collection.

Science - Medical and scientific knowledge should be made available without any biased selection of facts.

# **PROCEDURES FOR HANDLING CHALLENGED MATERIALS**

Any patron may formally challenge resources used in the library's resources. This procedure is for the purpose of considering the opinions of those persons in the community who are not directly involved in the selection process.

## **A. REQUEST FOR INFORMAL RECONSIDERATION**

The library receiving a complaint regarding a resource shall try to resolve the issue informally:

1. The librarian shall explain to the questioner the library's selection procedure, criteria, and qualifications of those persons selecting the resource.
2. The librarian shall explain the particular place the questioned resource occupies in the library, its intended usefulness, and additional information regarding its use, or refer the party to someone who can identify and explain the use of the resource. When acceptable to challenger, patrons may be offered alternative resources.
3. If the questioner wishes to file a formal challenge, a copy of the Library Selection Policy and a Request for Reconsideration form shall be handed or mailed to the party concerned by the librarian.

## **B. REQUEST FOR FORMAL RECONSIDERATION**

1. The library will keep on hand and make available Request for Reconsideration forms. All formal objections to resources must be made on these forms.
2. The Request for Reconsideration form shall be signed by the questioner and filed with the librarian.
3. The Request for Reconsideration shall be referred to a Reconsideration Committee for reevaluation of the resource.

## **C. RECONSIDERATION COMMITTEE**

1. Upon receipt of a request for formal reconsideration, the librarian shall:
  - a. Appoint a reconsideration committee including the following members:
    - The library director and one librarian
    - One library commission member.
    - One patron chosen by the complainant.

- b. Name a Chairperson of the Reconsideration Committee.
  - c. Notify the Reconsideration Committee.
  - d. Notify all members so they can prepare; supply them with the material in question, a copy of the selection policy and reviews of the material, if possible.
  - e. Arrange for a reconsideration Committee meeting within ten (10) working days after the complaint is received
2. The Reconsideration Committee shall review the challenged resource and judge whether it conforms to the principles of selection outlined in the library's selection policy.

## **D. RESOLUTION**

1. The Reconsideration Committee shall:
  - a. Examine the challenged resource
  - b. Determine professional acceptance by reading critical reviews of the resource
  - c. Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context
  - d. Discuss the challenged resource in the context of the community.
  - e. Discuss the challenged resource with the individual questioner when appropriate;
  - f. Prepare a written report.
2. The written report shall be discussed with the individual questioner, if requested.
3. Files will be kept on complaints and on titles that have been the source of complaints.
4. The written report shall be retained by the librarian. A minority report may be filed.
5. Written reports, once filed, are confidential and available for examination by Library Commission members and appropriate officials or staff only.
6. The Committee's decision, which shall be reached by simple majority, shall be given to the appropriate librarian who will see that implementation of the decision

takes place. The decision of the Reconsideration Committee is binding and applicable.

7. An appeal of the decision of the committee may be made within ten (10) working days to the Library Commission as the final review panel.
8. If necessary copies will be forwarded to the Wayne County Library Board.

# Request for Reconsideration of Library Materials

Author \_\_\_\_\_ Book \_\_\_\_\_ Periodical \_\_\_\_\_ Other \_\_\_\_\_

Title \_\_\_\_\_

Publisher & copyright date \_\_\_\_\_

Request initiated by (name) \_\_\_\_\_

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_

Telephone (Work) \_\_\_\_\_

Email Address \_\_\_\_\_

Do you represent:    \_\_\_\_\_ Yourself  
                                  \_\_\_\_\_ An Organization (name) \_\_\_\_\_  
                                  \_\_\_\_\_ Other group (name) \_\_\_\_\_

1. To what in the work do you object? (Please be specific. Cite page, paragraphs and lines. Use an additional page or the back of this page if necessary.)

2. Did you read / view the entire work? \_\_\_\_\_ Yes \_\_\_\_\_ No    If no, what parts? Pages?

3. What do you feel might be the result of reading / viewing this work?

4. What do you understand to be the general purpose for using this work?

5. For what age group would you recommend this work?

6. What do you believe is the theme of this work?

7. Are you aware of judgments of this work by literary critics?

8. What would you like your library to do about this work?

\_\_\_\_\_ Do not lend it to my child(ren).

\_\_\_\_\_ Return it to the staff selection committee for reevaluation

\_\_\_\_\_ Other Explain:

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Letter to Complainant

Dear

Date\_\_\_\_\_

We appreciate your concern over the use of\_\_\_\_\_ in our library. The Trenton Veterans Memorial Library has developed procedures for selecting materials, but realizes that not everyone will agree with every selection made.

To help understand the selection process, we are sending copies of the library's

- Materials Selection Policy Statement
- Procedure for handling objections

If you are still concerned after you review this material, please complete the Request for Reconsideration of Materials form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two (2) weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

# **POLICY AND PROCEDURES IN RESPONSE TO THE USA PATRIOT ACT OF 2001**

The Trenton Veterans Memorial Library supports the President of the United States and congressional leaders in our nation's efforts to preserve and protect the many hard-fought freedoms we enjoy as Americans.

Public libraries are facing a dilemma of having the responsibility of protecting the privacy of our patrons while responding to legitimate national security concerns. The Trenton Veterans Memorial Library recognizes the confidentiality of information sought or received and materials consulted, borrowed or acquired by a library user.

The Trenton Veterans Memorial Library strives to create a library environment that is:

Crime free

A safe place

A place for learning and pursuit of knowledge and information on any topic.

The library will do its utmost to uphold the privacy and confidentiality of patrons' free access to information. The library will rely on existing laws and library policies to control behavior that involves public safety or criminal behavior.

## About the USA Patriot Act of 2001

HR-3162 became Public Law 107-56 in response to the events of 9/11/01. The full title of the law is: Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001.

The Act may provide law enforcement broader boundaries when investigating information accessed and transmitted by patrons with regards to national security concerns.

Access to patron information may include but not be limited to:

Database Search Records

Circulation Records

Computer Use Records

Inter-Library Loan Records

Reference Interviews

The Trenton Veterans Memorial Library Policy & Procedures Regarding Information Access and Confidentiality Database Search Records: These records refer to the searches of the collection a patron may conduct on the Online Public Access Terminals (OPAC). These searches are conducted by utilizing the library's automated circulation system. Once a search is conducted, the software does not retain a copy of the search. Any records of the search will not exist.

Circulation Records: Patron material is circulated via the library's automated shared system. The circulation software tracks materials currently checked out, automatically erasing a reader's borrowing record once a book is returned and all fines are paid.

**Computer Use Records:** The library system is equipped with computers for public use. Patrons use their library card, valid driver's license or state ID to sign up to use computers. The library does not assign a computer to a patron and no paper record with the patron's information is kept at the end of the day. The patron selects and signs up for the computer they wish to use. When the patron logs off of a computer, the software erases all history of their research and activity.

**Inter-Library Loan Records:** Patrons may borrow items not owned by the Trenton Veterans Memorial Library from other libraries worldwide via Inter-Library Loan (ILL). The Trenton Veterans Memorial Library tracks items currently borrowed and generates a paper record with patron information on OCLC records. Once the materials are returned and all appropriate fines and/or fees are paid, the paper record is destroyed.

**Reference Interviews:** A reference interview occurs when a patron looking for information approaches a library staff and staff questions or interviews the patron in order to narrow down the specific information needed. No paper record is kept during the interview that has any patron information on it. If a patron name and number is taken by phone, and patron information is written down, as soon as the requested information is delivered, the paper record is destroyed.

## **The Trenton Veterans Memorial Library Policy & Procedures for Complying with Law Enforcement**

The Trenton Veterans Memorial Library staff will comply with law enforcement when supplied with legal court order signed by a judge as required by the Library Privacy Act of Michigan.

**Staff Procedures:**

- If anyone approaches you alleging to be law enforcement official requesting information, do not disclose to that individual any information. Immediately contact the library director, assistant director or youth services librarian and the Wayne County Library director, and City Administrator for the City of Trenton.
- The librarian, assistant director, or director will ask to see official identification and will photocopy the ID.
- If law enforcement present a court order, library staff should direct that person to their director, assistant director, or youth services librarian; who will in turn direct the court order to the city attorney.
- If library staff is presented with a warrant, do not interfere with their search and seizure. Contact the library director, assistant director or youth services librarian as soon as possible.
- Keep a record of all legal requests.
- Keep a record of all cost incurred by any search and/or seizures.
- If a "Gag Order" is not in effect, director will notify the American Library Association

**Emergency Disclosures of Communication:**

If in the normal course of business, the library staff observes what can be reasonably construed to be a threat of imminent danger to life and limb they are to contact law enforcement immediately. They should then contact their supervisor, assistant director or director and fill out an Incident Report form.

# DE-SELECTION

Discarding or de-selection of materials results in the best and most economical utilization of space in the library. Weeding is selection in reverse. Just as all the materials which are added to the library's collection are expected to be useful to the people of Trenton, meeting their needs for information or recreational reading, so to should they be withdrawn if they cease to serve that purpose. This will enhance the reputation for reliability of the collection and assures the orderly growth of a **quality collection**. Each staff person assigned to purchase materials for a specific area of the collection will also be responsible for weeding and maintenance of that section of the collection

## **Guidelines**

1. To remove physically worn out or damaged materials from the library.
2. To eliminate materials containing obsolete information.
3. To remove duplicate copies of titles which have waned in popularity, eliminating those most physically damaged or worn.
4. To consider for withdrawal materials which have not been checked out for several years. If a book circulated less than 5 times in the last 5 years or not at all in the last 3 full calendar years it is a prime candidate for weeding.

## **Disposal**

Materials withdrawn from the library's collection may be disposed of in the following manner: Recycled, donated to another library that will find the materials useful, or disposed of in a suitable manner.

**When donating to other libraries, preference will be given to the Wayne County libraries on a rotating basis because of their funding levels and our long association with the Wayne County Library System.**

# PATRON RESPONSIBILITIES AND CONDUCT

The rights of an individual to use the Trenton Veterans Memorial Library should not be abridged or denied. To guarantee these rights and provide an atmosphere conducive to the appropriate use of services and facilities for all persons, no patron shall engage in behaviors prohibited by the following rules and regulations adopted by the Library Commission..

No person shall:

1. Sell items or services or make solicitations for any reasons in the library;
  2. Eat, drink, smoke, or bring animals/pets, except guide dogs, in the library;
  3. Damage or deface public property;
  4. Willfully annoy another person.
  5. Take library materials or equipment without checking them out (steal);
  6. Loiter in or leave any child or young adult in the library after closing;
  7. Engage in loud or boisterous conduct or fight, threaten or challenge to fight, or use offensive language likely to provoke violence;
  8. Be in a state of intoxication in a manner that causes public disturbance;
  9. Utter profane, obscene, or injurious language directed at another person;
  10. Remain in the building after its regular closing hours;
  11. Enter or remain in the library without wearing a shirt or shoes;
  12. Interfere with other library patrons' use of the facilities through extremely poor personal hygiene;
  13. Sleep in the library for an extended period of time (more than 20 minutes);
  14. Violate any City Ordinance, State or Federal Law in the library or on library grounds;
  15. Use, sell or give away any controlled substance, drug look alike, or alcohol;
  16. Play cards or gamble;
  17. Misuse Internet terminals or computers that are part of the library's local area network (LAN);
  18. Engage in indecent exposure.
  19. Use a cell phone in the library other than in the library vestibule.
  20. Smoking is prohibited anywhere in the building, smoking outside the library may occur only if you are six feet away of any door, or venation system.
- Wayne County Policy-

It is a charge of the Trenton Veterans Memorial Library staff to see that the rights of individuals to use the library are upheld. The staff is obligated to enforce these rules so that the facilities can be used to the fullest extent possible by all persons. The staff will normally allow the offender(s) one warning prior to expulsion. The staff may expel the offender(s) without warning, at the discretion of the staff. Expulsion may be for the day or extended period of time depending upon the severity of rule violation. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to removal by the police.

## **SERVICES, PROGRAMS AND ACCESS**

Just as a balanced collection of materials draws patrons into the library, programs and services bring patrons back regularly. Well-planned programs attract new audiences, and encourage use of library materials. They can help promote the library's mission. Programs provide access to information to users of all abilities in a variety of formats.

Trenton Veterans Memorial Library is an active, participating member of The Library Network (formerly Wayne Oakland Library Federation).

Cooperation with libraries and other local agencies should be encouraged to ensure cost-effectiveness and the broadest possible access to information.

Access is most commonly thought of as an architectural or facilities issue, but access to collections through well-designed programs, services and equipment is equally important. The Trenton Veterans Memorial Library will attempt to provide services in a convenient, cost-effective and efficient manner to all users while following policies and procedures adopted by the Library Commission and obeying all applicable laws such as the ADA.

Abusive users should be handled with firmness and tact, which will usually take care of such cases. If not, the user should be referred to a Community Librarian and if not satisfied there, to the Trenton Veterans Memorial Library Commission.

Children and young adults should not be denied access to the adult collection because they are juveniles. Librarians must consider their information needs and exercise judgment in selecting materials to answer those needs.

### **PURPOSE:**

The basic purposes of the Trenton Veterans Memorial Library Services, Programs and Access Policy are four-fold:

1. To make materials widely available;
2. To provide maximum use of the materials collection;
3. To facilitate requests for materials;
- 4.. To provide a uniform policy for the retrieval of overdue materials.

## **ELIGIBILITY OF USE:**

Any person who may require service, regardless of place of residence, is eligible to use materials in the library. All residents of the service area of the Trenton Veterans Memorial Library are encouraged to use their library. For materials to be taken out a patron must have a library card.

## **RESIDENTS:**

Library cards are available to all residents, business owners and employees in the service area of the Trenton Veterans Memorial Library. Children must be able to sign or print their name on the back of the library card. Standard procedures for library card issuance is as follows:

1. Give the applicant a registration form. Juvenile applicants must have a parent/guardian cosign giving their consent before a card can be issued. At the same time inquire whether or not the patron wishes video and computer contracts.
2. Verify patron's identification. [See below for what qualifies for Valid Identification]
3. Give the card to the patron instructing them to be sure to sign the back.
5. Only one active card is available to any single patron . If a patron has a card from another TLN library,
7. The first card is free. There is a \$2 charge to replace lost or stolen cards.

## **VALID FORMS OF IDENTIFICATION:**

Patrons over the age of 18 must present one of the following to obtain a card:

**A current valid Michigan driver's license or Michigan State ID with a current address or a tax bill, mortgage paper or a lease agreement with the new address. These will be the only forms of identification that can be used to issue a new card.**

Patron under the age of 18 must have a parent or legal guardian to apply for borrowing privileges.

If it is a legal guardian applying with the minor, we will ask to see your guardianship papers. The adult signing on the minor's application must also have a current valid **Michigan** driver's license or Michigan State ID with a current address or a tax bill, mortgage paper or a lease agreement with the new address. Only the parent or guardian who signs the minor's application will have access to the child's record unless otherwise noted on the minors application form.

## **NON-RESIDENT USAGE:**

Non-residents having a valid Michicard and completing a Michicard registration at this library entitles a person to check out **BOOKS ONLY!**

## CHARGING OUT MATERIALS TO PATRONS:

Library materials are not properly charged out until they have been processed through the circulation system by staff and issued due dates. A limit on non-fiction items per subject may be imposed to stretch the library holdings as far as possible. There is no limit on fiction. All library materials leaving this library must be checked out and assigned a due date. This includes any staff borrowing materials or previewing materials for purchase. Standard loan periods are as follows:

Material Type	Loan Period
1. Juvenile and adult fiction and general works of nonfiction, audio tapes and books on CD and music CDs.	3 weeks
2. Circulating encyclopedias, magazines, holiday books, public service videos, science project books, etc.	1 week
3. Videos and DVDs, adult and children	\$1/day
4. Limits on number of materials borrowed is as follows: 5 videos or DVDs. No more than 3 items on a class assignment topic.	

## Discharges:

All materials returned to the library must be discharged. All materials from other member libraries like videos, CD's, audio books may be returned to the Trenton Veterans Memorial Library except rental items from other libraries or items with a collection agency charge from other libraries. Library materials are not considered returned until a staff member has received and discharged the items. This applies to materials in the book drop as well. All materials returned late are subject to the following fines:

Material Type	Overdue Fines/ Day	Maximum Fine
Adult fiction/nonfiction hard-covers and YA	\$0.20	\$5.00
Adult paperback books	\$0.20	\$5.00
Juvenile fiction/nonfiction books	\$0.20	\$3.00
Magazines	\$0.20	\$2.00
Adult audio tape	\$0.20	\$5.00
Juvenile audio tape & media kits	\$0.10	\$2.00
Compact disk (CD)	\$0.20	\$5.00
Video tape	\$1.00	\$10.00
Juvenile book & tape combo	\$0.10	\$3.00
Software	\$1.00	\$10.00

Fees for copies

Lost library cards

\$2.00

Damaged jackets, jewel boxes, etc.

\$2.00

### **RENEWALS AND EXTENSIONS:**

1. All materials belonging to our library, unless on the reserve list, can be renewed twice. Materials may be renewed in person, on the phone or via the Internet
2. Interlibrary loans maybe renewed once in person at the library unless the owning library specifies not.
3. Vacation loans for up to 4 weeks may be made for material, except videos, that are not on the reserve list.

### **MELCAT**

The Trenton Veterans Memorial Library participates in Melcat.

MelCat will be granted to full service library cardholders. Patrons are welcome to visit the website <http://elibrary.mel.org/search> and search the library's within the state that participate. We ask that patrons please first search our TLN databases and make sure the item is not available within the system before requesting a Melcat Item. The same Inter library loan fees/late charges apply to these items as well as items inter-loaned from our library system.

### **BOOK DROPS:**

Materials returned in book drops will be back-dated to the preceding day for discharging if returned after the library is closed. Damages to books or materials placed in the book drop are the patron's responsibility.

### **OVERDUE PROCEDURES:**

Patrons with materials 21 days overdue will receive a data mailer notice from the Library Network followed by a bill for replacement approximately three weeks later.

### **CLAIMS RETURNED:**

In the case of library materials for which overdue notices are sent but are claimed returned by the patron, acknowledgment of this will be made on the computer record, and the library staff will search the shelves regularly for these items. (Three searches in a six months time period will be conducted.) Any such items that cannot be found after three searches must be considered assumed lost and are the responsibility of the patron.

### **LOST AND PAID BOOKS:**

Any book that is Lost and Paid for by a patron will only be eligible for a refund of monies paid, less fines incurred, within 30 days of payment for lost material. Patron must present the receipt as well as the item to receive refund. After 30 days no refund will be made because a new copy of the material in question will have been ordered.

## **OUTREACH SERVICES:**

The Trenton Veterans Memorial Library, as part of its role as being a community resource, provides books to patrons who are home bound. Patrons who cannot leave their home or facility are encouraged to contact the library. A librarian or a volunteer will talk with the patron to evaluate their needs. If service entails dropping off books, make sure patron has a library card. Write on a Home Bound Record Card all of the books borrowed for them. If the patron is blind or handicapped, arrange contact with the Library for the Blind. It will send out special players free of charge.

## **MEETING ROOMS**

The Trenton Veterans Memorial Library program room, local history room, and quiet study room, are used for library purposes only. They cannot be rented or used for activities other than library sponsored activities. Groups who wish to use or rent a room can contact the city of Trenton Recreation Department to rent rooms in other city facilities.

## **FILM POLICY**

Most of the DVD/VHS at the library are rental items. There is a five item limit per card and a charge of \$1.00 per item for 3 days. Parent/Caregivers who wish for their minor not to be able to have access to DVD/VHS items must notify a library staff member.

DVD have the following ratings and can be checked out to patrons as long as they are age appropriate.

### **Ratings:**

G – All Patrons

P – Ages 13 -17

R- 18 and Over

N- 18 and Over

## **FAX SERVICES**

Faxing services will also be available as of 2-1-2010 the charge will be a \$1.00 a page. Only outgoing faxes will be allowed.

# COMPUTER POLICY

All users of the Library's computer services are expected to comply with the following:

1. In all aspects of computer usage, a user shall respect the open and public environment of the Library.
2. A user shall not alter, remove, or damage computer hardware, software, or computer settings/configurations.
3. Users are prohibited from saving to the computer's hard drive. They may save their information on a flash drive of their own or one purchased from the library. Patrons are prohibited from altering the computer's software and settings or disabling software. They may also save information to a diskette purchased and kept on file at the library.
4. For children ages 12 to 17, a parent or guardian shall complete a library card application to allow access for their children to the computer services of the Library. Completion of the card represents agreement with the Library's Library and Computer Mission Statement. A parent or guardian's signature on the child's library card will signify acknowledgement of parental consent and a parent or guardian need not be present in the Library for computer privileges to be extended on a filtered workstation. Children 12-17 must present a valid library card to sign up to use a computer for Internet or word processing. Their use of the Internet will be limited to a filtered workstation unless accompanied by a parent or guardian.
5. Children under the age of 12 shall be accompanied on the computer by a parent or guardian to utilize the Library's computer services.
6. All users shall follow the Posted Procedures for Computer Usage required by the Library. Failure to do so will result in the forfeiture of computer privileges.

**The Computer Services Policy is drafted and presented by the Library in accordance with the Library's Library and Computer Mission Statement.**

## **Trenton Veterans Memorial Library Posted Procedure for Computer Usage**

1. Patrons are required to sign in for use of library computers and furnish a valid library card. Patron sign-in represents full agreement with the policies and procedures concerning computer services as posted in the Library. Patrons who do not have a valid library card from any library in The Library Network may purchase a guest pass to use the computers for the day.
2. Minor children and young adults ages 12-17 are required to present a valid library card at the time of sign-in. The Library will not accept any other form of identification from minors.
3. Children under the age of 12 will be accompanied by a parent/guardian on the computer with them to utilize the Library's computer services.
4. Patrons are required to report any workstation difficulties to the Library staff.
5. Patrons are limited to 2 hours per day of computer time.
6. Office software users are able to purchase USB drives from the Library at a nominal charge.
7. Printing from the Library's computers is available at a posted charge. This charge represents costs associated for paper and toner cartridges as provided by the Library.

**The Library staff will assist patrons with the Internet and personal computer use as time and knowledge permits. Books concerning the Internet, personal computers, and word processing are available for patron use. Patrons needing in-depth assistance are encouraged to consult the Library staff as to the availability of specific training classes and workshops.**

## **Trenton Veterans Memorial Library Library and Computer Mission Statement**

The Trenton Veterans Memorial Library offers access to the Internet and public access computer workstations in an effort to meet the informational, educational, and recreational needs of our patrons

Use of the Library's computers allows patrons to access a vast variety of resources including the online catalog, and remote databases, and individual web sites on the Internet. The Library also provides patron access for purposes of word processing and creation of original documents by library users.

It is important for library patrons to understand that the Internet is an unregulated medium. The Internet contains a wide variety of materials and opinions from varied points of view. The Internet does not always provide accurate, complete, or current information. It is possible to access information that may be personally offensive or disturbing to patrons. **Future developments in electronic information retrieval and the Internet will be continually sought for the protection of patrons and/or children and may result in revision of Library policies and procedures at anytime and without advance notice.**

The Library provides unfiltered and filtered computer access based on the following principles:

The Trenton Veterans Memorial Library does not monitor or assume responsibility for the accuracy or content of information retrieved over the Internet or any electronic resources.

Individual users shall accept responsibility for determining the suitability of the content of the Internet or electronic resources.

The responsibility for children's access to all library materials and resources is their parents or legal guardians. This being so, children's access to the Internet and electronic resources is also the sole responsibility of the child's parent or guardian.

The Library is not responsible for inadvertent exposure to minors or adults of potentially offensive material accessed by computer users on library equipment.

Internet and electronic resource communications are not secure and the Library is not responsible for the privacy of electronic communications.

**The Trenton Library Advisory Commission supports the American Library Association's Library Bill of Rights and the policies of the American Library Association and Michigan Library Association as they apply to electronic information resources. Copies of pertinent documents from these associations are available in the Library.**

## **PROGRAMS:**

All library programs are free to the residents of Trenton. Non-resident library users are welcome to attend adult programs if space is available. A small materials fee may be charged for some programs. Since space is limited, residents may need to register in advance. Program space is allocated on a first come first served basis

## **CLASS TOURS:**

School visits are encouraged, but visits must be booked in advance with the Children's Librarian.

- 1) The library is always eager to provide tours of our facilities. These tours fulfill several purposes: Making the children familiar and comfortable with the library environment;
- 2) Sharing literature and information with children from materials owned in our collection, and
- 3) Allowing the children the experience of finding a book to actually check out from the library provided they have a valid card.
- 4) Demonstration and explanation of computer network can take place. Individual student use of computer is not appropriate at this time. Refer to Computer Contract for individual computer use.

Tours usually consist of an overview of the children's section of the library, a sharing of literature through storytelling or book talks. Groups of older children sometimes have a subject area that they are especially interested in.

During the visit, the group will be instructed on the following items (if appropriate):

- Library hours
- Library cards
- Responsibility of borrowing library materials
  
- Library fines
- Types of materials and services available at the library
- Programming conducted by the library
- Circulation procedure

During the visit, a tour and explanation of the library which would include (if appropriate):

- All areas of the Children's Department
- Electronic catalog
- Circulation desk
- Adult section
- YA section
- Community Meeting Room

During the visit, some type of special programming will be conducted to promote library usage. Some suggestions include:

- Story telling
- Book talking
- Reference assistance and help with class assignment

We will attempt to see that any special requests of the contact person are met.

Before a group leaves the library make sure that:

- Everyone has a library card or has obtained a library card or been informed of what they need to do to apply for a library card.
- Everyone has been encouraged to check out library materials
- Bookmarks are distributed if available

Teachers will be responsible for their students conduct in the library as well as the student's clothing, books, umbrellas, etc.

## **OTHER GROUPS VISITING THE LIBRARY**

Any supervised group that visits the library is asked to log in at the circulation desk upon arrival. This information is needed for the sole purpose of contact information in case of an emergency.

## **CHILDREN'S SERVICES:**

Children are encouraged to use the library. Children are the next generation of library users and taxpayers. Children, however, are expected to behave and treat the library facility and equipment, staff and other patrons with care and respect. Children, like adults, who misbehave (See Patron Conduct Policy) will be asked to leave. Parents, please note, the library will not act as a babysitter or a latchkey facility for children. Parents have ultimate control and responsibility for the actions of their minor children. Parents shouldn't leave children under 10 unattended in the library.

Children will not be denied access to the adult collection merely because they are juveniles. Library staff members will try to direct children to age appropriate materials, but final selection of materials will be decided by the child and parent if the parent is with the child. It is the parents' responsibility to decide what is appropriate for their child to read. Library staff will not usurp parental responsibilities in literature selection matters. Children left at the library after closing will be escorted to the police station where they can await their parents.

## REFERENCE WORK:

Reference work is a professional task, and should be done by the person best qualified in the library to do it. General directional questions can be answered by any staff member, but complex questions are to be handled by a librarian or best qualified person available. An honest attempt should be made to answer all questions no matter how trivial they may seem to staff because they are important to the patron. All reference work should be done in a friendly, efficient manner.

## DISPLAY CASE - CONDITIONS OF ASSIGNMENT

All requests for use of the display case must be presented, in writing, to the Library Director at least 60 days prior to assignment

1. All requests must include proof of nonprofit status.
2. All requests must include declaration of purpose of display and detailed description of its contents.
3. All requests must include statement assignee accepts display will include no advertising, no selling of products, and no phone numbers.
4. Display case is accessible only from Library Local History Room, which is nonpublic, and can be locked. Still all responsibility for theft or damage to contents must be borne by assignee. Library does not carry insurance on, and is not responsible for items owned by exhibitor.
5. Assignment is limited to: from the first day of the assigned month to the last day of same. Access will be by appointment at the convenience of the staff.
6. Erection and dismantling of the display are solely the responsibility of assignee. Staff will help with signs, etc., if asked and time permits.
7. Assignee must supply all props, backgrounds, fasteners, display tools, etc.
8. Business cards or flyers pertinent to the display will be accepted for distribution at the discretion of the Library Director.

## DISPLAY CASE EXHIBIT RELEASE

I, the undersigned, hereby lend the following works of art or other material to the Trenton Veteran's Memorial 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 \_\_\_\_\_

During \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Permanent Address \_\_\_\_\_ Telephone \_\_\_\_\_

# **PROCEDURE TO ADDRESS THE TRENTON VETERANS MEMORIAL LIBRARY COMMISSION**

Citizens wishing to address the Library Board on a topic not on the agenda, but one that could be reasonably considered to be Library Business, shall be permitted to do so prior to the "consent agenda item" portion of the meeting.

## **THE FOLLOWING PROCEDURES WILL APPLY TO CITIZENS COMMENTS:**

- a) Speakers will be permitted only one opportunity to speak during the citizens comment portion of the meeting.
- b) Any one who wishes to speak shall make his/her desire known to the chairperson in writing stating name, address and topic to be discussed. To be considered, this request must be submitted prior to the meeting being called to order.
- c) The length of each oral presentation will be limited to 5 minutes.
- d) The total length of time permitted for citizen comments will not exceed 15 minutes.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

SUBJECT \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Public Information Trenton Veterans Memorial Library Freedom of Information Act

NO. \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

A REQUEST WAS RECEIVED FOR MATERIAL

FROM \_\_\_\_\_ LIBRARY CARD # \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

REQUEST: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_

DISPOSITION : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

39

TOTAL CHARGES: \_\_\_\_\_

(To be filled in and signed by Person handling request)

Signed \_\_\_\_\_

COPY CHARGES: \$1.00 per page.

SEARCH TIME: Time necessary to find information requested by members of  
the Public - Rate applicable to be at \$9.00 per hour.

0 to 15 minutes No charge.

16 or more Will be charged per 1/4 hour.

15.234 Fees; waiver; deposit; computation of cost; reviewed by bipartisan joint committee.

Sec. 4 (1) A public body may charge a fee for providing a copy of a public record. Subject to subsection (3), the fee shall be limited to actual mailing costs, and to the actual incremental cost of duplication or publication including labor, the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information as provided in section 14. Copies of public records may be furnished without charge or at a reduced charge if the public body determines that a waiver or reduction of the fee is in the public interest because furnishing copies of the public records can be considered as primarily a benefit to the general public. A copy of a public record shall be furnished without charge for the first \$20.00 of the fee for each request, to an individual who submits an affidavit stating that the individual is then receiving public assistance or, if not receiving public assistance, stating facts showing inability to pay the cost because of indigence.

(2) At the time the request is made, a public body may request a good faith deposit from the person requesting the public record or series of public records, if the fee provided in subsection (1) exceeds \$50.00. The deposit shall not exceed 1/2 of the total fee.

(3) In calculating the cost under subsection (1), a public body may not attribute more than the hourly wage of the lowest paid, full-time, permanent clerical employee of the employing public body to the cost of labor incurred in duplication and mailing and to the cost of examination, review, separation, and deletion. A public body shall utilize the most economical means available for providing copies of public records. A fee shall not be charged for the cost of search, examination, review, and the deletion and separation of exempt from nonexempt information as provided in section 14 unless failure to charge a fee would result in unreasonably high costs to the public body because of the nature of the request in the particular instance, and the public body specifically identifies the nature of these unreasonably high costs. A public body shall establish and publish procedures, and guidelines to implement this subsection.

(4) This section does not apply to public records prepared under an act or statute

(5) specifically authorizing the sale of those public records to the public, or where the amount of the fee for providing a copy of the public record is otherwise specifically provided by an act or statute.

(5) Three years after the effective date of this act a bipartisan joint committee of three members of each house shall review the operation of this section and recommend appropriate changes. The members of the house of representatives shall be appointed by the speaker of the house of representatives. The members of the senate shall be appointed by the majority leader of the senate.

P.A. 1976, No. 442, paragraph 4, Eff. April 13, 1977.