TRENTON VETERANS

MEMORIAL LIBRARY

POLICY MANUAL

Table of Contents

Mission Statement of the Trenton Veterans Memorial Library 4
City of Trenton Ordinance Library Board Governance 4
Officers and Meetings 5
Library Director 6
Policy Amendments 7
Privacy Policy: Compliance with Michigan Library Privacy Act 7
Freedom of Information Act Denial Of Information 9
Confidentiality Policy Disclosure of Patron Registration Information 10
Library Material Selection Policy 11
De-selection 12
Patron Purchase Recommendation 14
Donations 15
Library Bill of Rights 18
The Freedom to Read 19
Procedures in a Censorship Situation 23
Procedures For Handling Challenged Materials 24
Request for Reconsideration of Library Materials 27
Letter to Complainant 29
Policy and Procedures in Response to the USA Patriot Act of 2001 30
Patron Responsibilities and Conduct 32
Services, Programs, and Access 33
Eligibility of Use and Library Cards 34
Charging Out Materials to Patrons 35
Discharges and Overdue Fines 36
Renewals and Extensions 37
Inter-Loans and Reserves 37
Book Drops 37
Overdue Procedures 37
Claims Returned 37
Collection Agency 37
Lost and Paid Books 37
Computer Policy 38
Programs 42
Class Tours 42
Children's Services 43
Reference Work 43
Display Case - Conditions of Assignment 44
Display Case Exhibit Release 45
Procedure to Address the Library Board 46
Public Information Freedom of Information Act 47
Emergency Closing 48
Emergency Evacuation 48
Disaster Plan 48

Snow Storms 49
Public Relations Policy 51
Meeting Room Policy..... 53
Social Media Policy..... 56
Petitions, Demonstrations, Surveys and Electioneering Policy 58

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 2011.

The Trenton Veterans Memorial Library is established as a City Municipal Library On July 1, 2014 in accordance with Michigan Public Act 164 of 1877 and Michigan Public Act 92 of 1952. Whereas, Michigan Public Act 164 of 1877 and Michigan Public Act 92 of 1952, as amended authorize contracts for the furnishing of library services by the City of Trenton to other municipal corporations. (Library Board Bylaws approved 2014)

CITY OF TRENTON ORDINANCE
LIBRARY BOARD GOVERNANCE

I. Establishment: Trenton Veterans Memorial Library became a city municipal facility on July 1, 2014, according to the Library of Michigan. Trenton Veterans Memorial Library is established in accordance with Michigan Public Act 164 (Section 1) of 1877 and Michigan Public Act 92 of 1952. Michigan Public Act 164 of 1877 and Michigan Public Act 92 of 1952, as amended, authorize contracts for the furnishing of library services by the City of Trenton to other municipalities and townships, currently serving Brownstown, Grosse Ile and Woodhaven.

II. Library Board: The Library Board shall consist of two members appointed by the City of Trenton as the host City and one member appointed by each community the library serves. Trenton Veterans Memorial Library's Board shall consist of five members, plus three alternate members appointed by each community the library serves. Each member's length of term shall be two years beginning on July 1st of the contract's renewal year. It is understood that Board Members should attend all meetings and be active participants. A quorum at a Library Board meeting is the majority of members then serving.

III. Library Board Authority: The Library Board serves in a governing capacity because of the library's establishment under 1877 PA 164 section 1, with agreement under sections 14 and 15. The Library Board may delegate such authority to the owner-operator of the Municipal library (herein after referred to as the City of Trenton) as it deems proper, such as, but not limited to, the hiring of employees, legal counsel, accounting, etc.

IV. Library Board Members and Terms: Every two years, the City of Trenton shall appoint two Library Board Members and each community the library serves shall appoint one Library Board Member, as well as one alternate member. The office of a Board Member becomes vacant when the member resigns, is no longer employed by or serves as a qualified elector of the appointing body.

Any vacancy occurring in the Board by death, resignation, or otherwise shall be filled promptly by the alternate board member designated by the community. The alternate member so chosen shall hold office for the unexpired term of his or her predecessor and until the election and qualification of his or her successor.

Every two years, the City of Trenton shall appoint or reappoint two Library Board Members and each community the library serves shall appoint one Library Board Member, plus one alternate member. Each community the library serves shall send certified motions of Library Board appointments and the renewal of the Cooperative Library Services Agreement to the City of Trenton's Clerk's Office by July 1 (every two years) to be kept on file.

OFFICERS AND MEETINGS

V. Officers: Officers shall include a Chairperson, Vice Chairperson and Secretary. The officers shall be elected at the July Library Board meeting every two years. No officer shall serve more than one consecutive two-year term in the same office. The Chair shall set an agenda, meeting dates, and preside over the meetings. The Vice Chair shall preside over the meeting in the absence of the Chairperson. The Secretary shall provide minutes of the meetings and send out notices to all board members of meeting dates and the agenda. Library Board meeting minutes shall be kept by Library staff other than the Library Director and shall be provided to the Secretary. Vacancies on the Library Board occurring other than the expiration of the term of office shall be filled for the unexpired term.

VI. Board Meetings: The Library Board will meet every other month at a date and time established by the Board. Notices will be posted at the library's entrance as well as on the library's website in compliance with Open Meetings Act. Meetings will follow this order of business:

1. Roll Call
2. Approval of agenda
3. Approval of minutes
4. Public Comment
5. Director's Report
6. New Business
7. Old Business
8. Next Meeting date
9. Adjournment

All meetings of the Library Board shall be conducted in compliance with the Michigan Open Meetings Act.

Special meetings: Special meetings may be called by the Chairperson of the Library Board or upon the written request of two members. A minimum of forty-eight hours' notice must be given to each board member. Such notice must specify the time of the meeting and the purpose for which such meeting is called. Notices of special meetings shall be posted, in compliance with Michigan Open Meetings Act.

The Board may hold its meetings, at any place designated in the notice of the meeting.

VII. Budget: Annually, the Library Board Director shall present a proposed budget for approval to the Mayor of the City of Trenton. The Mayor after review of the proposed budget, shall submit the proposed budget to the Trenton City Council for approval or modification of the budget. After approval of the Budget the Trenton City Council shall submit the annual budget to the Library Board. The Library Board shall not modify the approved budget. The City of Trenton's Controller's Office emails financial reports to Library Board Members monthly.

VIII. These bylaws may be altered, amended, repealed, or added to by the affirmative vote of the Trenton City Council, at an annual meeting or at a special meeting called for that purpose. Only such changes shall be made as have been specified in the notice. The bylaws

also may be altered, amended or repealed, or new bylaws adopted, by the City of Trenton.

A quorum for the transaction of business shall consist of three members of the board.

–LIBRARY BOARD BYLAWS 2022

LIBRARY DIRECTOR

Section 1 The Library Director shall be appointed by the Administrative Offices of the City of Trenton.

Section 2. The Library Director of the Trenton Veterans Memorial Library reports to the City Administration of the City of Trenton and the Library Board.

Section 3. The Library Director or the library director's representative shall attend all meetings of the Library Board.

POLICY AMENDMENTS

Policies may be amended at any regular meeting of the Library Board 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.

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 shall forward the request to the Trenton City Clerk who is the designated FOIA officer for the city of Trenton. The City Clerk shall review all requests and orders; consult with the Trenton City 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 Memorial 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, forward them to the Trenton City clerk to 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 Trenton City Clerk 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 board 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.** Freedom of Information Act requests shall be submitted to the Trenton City Clerk.

LIBRARY MATERIAL SELECTION POLICY

This policy is based on the American Library Association '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. Censorship must be exercised by that patron for himself/herself alone. The librarians 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:
Current review sources: Children and Young Adult review sources and other pertinent books in the Professional Collection that 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. The library may also include in the collection items by local authors that are self-published.

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 library patrons, meeting their needs for information or recreational reading, so too 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

- To remove physically worn out or damaged materials from the library.

3. 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.

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_____

EMAIL ADDRESS_____

PATRON REPRESENTS: SELF_____ LIBRARY CARD#_____

ORGANIZATION (NAME)_____

1. Have you read this entire item?

- How did you find out about this item?

- Have you heard any reviews of the item? (Please list all sources)

- What is the main theme of this material?

- Why should the library buy this Item?

- For what age group is this recommended?

DATE_____ PATRON SIGNATURE_____

Donations

The Trenton Veterans Memorial Library encourages gifts to the library. The following policy statements apply to gifts and bequests.

Policy statement regarding gifts and bequests to the Trenton Veterans Memorial Library

1. The Trenton Veterans Memorial Library accepts gifts of money, books, films, pamphlets, periodicals, and the like with the understanding that the Library may do with them as it sees fit. Gifts of materials may be added to the library collection subject to the same principles and standards of selection as are applied to all materials added to the Library collection. All other gifts will be held for the Friends of the Library used book sales.

2. All materials in the Library's collection will be: displayed, circulated, or made available consistent with good library practice, its facilities, and the needs of the publics..

3. The Trenton Veterans Memorial Library is to have full authority as to when, where, and how any gifts of materials are displayed or used.

4 The Library will, of course, try to comply with the wishes of the donor of a gift, but it reserves the right as conditions change to assign any of its materials wherever the need is greatest.

5. A library that is used extensively by its public sustains losses through theft, mutilation, and ordinary wear. The Library cannot guarantee that any gift will be part of the collection permanently.

6. All gifts of materials must be in a usable physical condition. The Library will not accept materials which are not outright gifts.

7. Because of limitations of space, budget, and staff, the Library reserves the right to accept or discard, at its discretion, any unsolicited material sent to the Library.

8. The Library encourages and welcomes cash gifts, endowment funds and bequests for purchasing books (in general or specified areas), other library materials and equipment, for improving the library facilities, or for the benefit of the library staff. This money may be used for memorial purposes and will be acknowledged via letter by the library staff.

9. Appraising a gift to the library for income tax purposes is the responsibility of the donor.

10. The Library will provide generic receipts to donors listing the number of books, type of

equipment, etc. Full time staff will date and sign such receipt. It is the duty of the donor to affix evaluation for the gift. (See attached form)

11. Major or ongoing contributions of money for specific areas will be acknowledged with an engraved plaque.

12. The Library Board will be notified of major contributions in the monthly Director's report.

13. Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies, candy etc. which can be placed in the department and shared by the whole staff. All other gifts must be refused or returned to the sender with an explanation that acceptance of gifts is strictly against library policy.

Date:_____

Book Donation Receipt

To whom it may concern:

The following items were donated to the Trenton Veterans Memorial Library, 2790 Westfield, Trenton, MI 48183. The library acknowledges receipt for the material listed below on which the donor has placed a value of $_____

_____ used paperbacks

_____ used hardbound books

_____ memorial/gift books

_____ money (amount)

_____ equipment (type)

_____ used audiobooks

_____ used music CDs

_____ used DVDs

_____
Librarian

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 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of “age” reaffirmed January 23, 1996, by the ALA Council.

The Freedom to Read Statement

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

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

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

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

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

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

possible for the readers to choose freely from a variety of offerings.

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

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

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

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

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

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

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

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons.
We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

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

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

A Joint Statement by:

American Library Association
Association of American Publishers

PROCEDURES REGARDING CENSORSHIP OR ACCESS TO LIBRARY MATERIAL

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. Materials provided should be up to date and reflect current research and treatments.

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 Board 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 board members and appropriate officials or staff only.

6. The board'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 board as the final review panel.

Request for Reconsideration of Library Materials

Author_____Book____Periodical_____Other_____

Title_____

Publisher & copyright date_____

Request initiated by (name)_____
Address_____

Telephone (Cell)_____

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 children.

_____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, or purchase a guest card 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 statewide via Inter-Library Loan (ILL). The Trenton Veterans Memorial Library tracks items currently borrowed and generates a record with patron information records. Once the materials are returned and all appropriate fines and/or fees are paid, the record is deleted.

Reference Interviews: A reference interview occurs when a patron looking for information approaches a library staff member 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 as required by the Library Privacy Act of Michigan.

Staff Procedures:

- If anyone approaches 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 City Clerk 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 clerk and 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.

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 conductive 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 Board.

Veterans Memorial Library
Patron Code of Conduct

The purpose of this Code of Conduct is to protect the right of the public to orderly, peaceful and productive access to Library facilities and services, to insure the safety of patrons and staff, and to protect library resources and facilities.

The Library enforces the following Code of Conduct:

- Any action that is illegal, violent, destructive, rude/offensive, distracting or disturbing or that otherwise interrupts the normal functioning of the library is not permitted. This includes but is not limited to: staring, photographing, following, stalking, harassing, using profanity or abusive or injurious language or threatening staff and/or patrons.

- Cell phone ringers are to be muted or on vibrate while in the Library. Phone conversations are limited to the Library vestibule or outside the building.

- Appropriate clothing shall be worn, including shirts and footwear.

- Children under ten (10) years of age must be accompanied and supervised by an adult.

The following are prohibited within the Library:

- Roller skates, scooters, skateboards, bicycles or other similar devices may not be used or stored inside the Library.

- Alcohol and/or drugs, including patrons under the influence of alcohol or drugs.

- Gambling

- Smoking

- Bathing, showering or shaving in public restrooms.

- Sleeping

The following actions are allowed only in conjunction with Library sponsored events:

- Eating and drinking.

- The sale or solicitation of items or services.

Violations of the above Code of Conduct may result in expulsion of the offender at the discretion of the Staff. Expulsion may be for the day or an extended period of time, depending upon the severity and frequency of rule violations.
As Adopted by the Veterans Memorial Library *Advisory Board March 21, 2017
*Board is now a Governing Board~2022

If a serious situation occurs with violation of the Patron Code of Conduct, a staff member should fill out an accident or incident form and send a copy to the city manager. If police are called, please note the case number and obtain a copy of the police report.

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.

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 Board and obeying all applicable laws such as the ADA.

Abusive patrons should be handled with firmness and tact. If the situation persists, the patron should be referred to the Library Director. If necessary, they may be referred to the Trenton Veterans Memorial Library Board.

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. The service area includes Brownstown, Grosse Ile, Trenton and Woodhaven residents. For materials to be taken out a patron must have a valid library card with a participating TLN library or a MILibrary 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 issuances are as follows:

1. Juvenile applicants must have a parent/guardian fill out a library card application and cosign giving their consent before a card can be issued. Minor and parent/guardian must be present in the library when the card/application is signed/issued. When a minor (ages 4 – 17) has a library card, he or she will be able to access the library's filtered Youth Public Computers.
2. Verify patron's identification. (Valid driver license with current address, state ID card, rental agreement, mortgage papers, or property tax bill).
3. Check database to make sure patron doesn't already have a card. Only one active card per patron allowed. For minor cards, apply barcode to blank borrower's card and corresponding numerical label to the application form.
4. Give the card to the minor patron instructing them to be sure to sign the back.
5. After marking appropriate "For Staff Only" boxes, retain the form for review.
6. Only one active card is available to any single patron so each person's name must be checked in the computer database. If a patron has a card from another TLN library and moves to Trenton issue the new card on the old patron record and modify it.
7. The first card is free. There is a $2 charge to replace lost or stolen cards within the three year period the card is valid. There is no charge for a card that is renewed or to replace an expired card.
8. Adult residents (18+) in the library's service area may request a library card via email in order to access downloadable titles. Confirmation of the library card will be emailed to the applicant. Remote library cards will be valid for 3 months past the creation date. Residents must request a card for themselves only. Applicants must come into the library showing his or her approved identification in order receive the physical library card.

9. Existing library card holders (adults 18+, General User Low 3 year), who have previously presented their approved identification in the library, may request that their library card be renewed via email or phone. In order for a library card to be renewed remotely, the card must be in good standing (no fines or fees for lost items), the card holder must be an adult 18+ and the card holder must live at the same address as when the card was established or most recently renewed in person. If the patron lives at a new address, he or she must come into the library in order to renew his or her library card, presenting approved identification. Resident cards may be renewed for three years. When library cards are renewed remotely, library staff will remind card holders of their responsibility for any activity on their library card, including but not limited to late fines and lost or damaged items. Business owners and employees within the library's service area must come into the library to renew their cards, showing approved identification and proof of business ownership or employment (paystub with business / employer's address as well as his or her name).

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. All library materials leaving the 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, books on CD, music CDs	3 weeks + 2 possible renewals if no holds
2. Circulating encyclopedias, magazines, cliff notes, newspapers	1 week
3. DVDs, adult and children	3 days new release
4. Nonfiction DVDs no charge, 3week check out	1 week for all other DVDs
4. Limits on number of materials borrowed is as follows: 5 DVDs. 10 music CDs.	
5. Hot Spots and Chromebooks	3 weeks (no renewal) 1 week +2 renewals

AUTOMATIC RENEWALS (up to two) **if no one requests/places hold**

Discharges:

All materials returned to the library must be discharged. All materials from other member libraries such as 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	$0.20	$5.00
Adult paperback books	$0.20	$5.00
Juvenile and YA fiction/nonfiction books	$0.10	$3.00
Lucky Day Books	$1.00	$5.00
Magazines	$0.10	$2.00
Adult audio book	$0.20	$5.00
Juvenile audio book & media kits, music CD	$0.10	$2.00
Compact disk (CD) Adult	$0.20	$5.00
DVD	$1.00	$10.00
Juvenile book & CD combo	$0.10	$3.00
Software, Hot Spots and Chromebooks	$1.00	$10.00
Interlibrary loans outside of our shared system may have higher fines or fees set by the owning library.	Variable	Variable

Fees for copies	$0.10 black and white	$0.25 color
Lost library cards		$2.00
Damaged jackets, jewel boxes, etc.		$2.00

RENEWALS AND EXTENSIONS:

1. Most materials belonging to the library, unless requested by another patron (on the hold list), can be renewed twice. Materials may renew automatically if available, be renewed in person, on the phone or online. Some items DO NOT renew: ex. Lucky Day Books, New DVDs.
2. MELCat loans (MEL.org, items outside of our TLN network) may be automatically renewed once. They usually go out for 4 weeks.

INTER-LOANS & RESERVES:

The Trenton Veterans Memorial Library participates in direct ILL (Inter Library Loan) with TLN members using the shared automation system.
Inter-loan service will only be granted to full service library cardholders. Patrons with non-resident school cards, etc. will not be eligible for inter-loan services. Inter-library loan/items can be requested over the phone, or online provided the patron has a valid library card from the Trenton Veterans Memorial Library or a neighboring library that is fully reciprocal.

BOOK DROPS:

The book drop at the library are open 24 hrs. per day and 7 days per week. Materials returned in book drops after closing time will be backdated to the preceding day if returned before library opens for business. Damages to books or materials placed in the book drop are the patron's responsibility. There are book drops available in Brownstown, Grosse Ile and Woodhaven.

OVERDUE PROCEDURES:

Patrons with materials 21 days overdue will receive a notice from the Library Network followed by a bill for replacement approximately three weeks later. Bills of over $25.00 will be turned over to collection agency if not paid in three additional weeks. Books will enter LOST status. Collection agency charges $12.00.

In the case of library materials for which overdue notices are sent but are claimed to have been returned by the patron, acknowledgment of this will be made on the computer record, and the shelves will be searched by the library staff for these items. Three searches in a year 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.

COLLECTION AGENCY:

Items not returned after the second notice is sent, are turned over to collection. Patrons are then sent another notice, a phone call, one more written notice that if the patron does not respond will be reported on their credit report. Bills that are turned over to collection must be paid in full for the patron’s record to clear. Accounts clear overnight after they are paid.

LOST AND PAID BOOKS:

Items that are listed as assumed lost on a patron record must be paid for to be cleared from the patron record. Checks may be made out to the City of Trenton or payment may be made with a credit card through the library website. Items owned by other libraries must be handled according to their policies. Any item that is Lost and Paid and owned by the Trenton Library

will only be eligible for a refund of monies paid, less fines incurred, within 30 days of payment for lost material. A check request will be submitted to the City of Trenton to refund the patron. Payment is on approval of the city at a city council meeting and may take up to one month. After 30 days no refund will be made because a new copy of the material in question will have been ordered. Books owned by other libraries in the Library Network are not eligible for refund. Patron purchased, new or used books, will not be accepted in place of payment for lost or damaged books.

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. For minors 17 and under, a parent or legal guardian shall complete a library card application. Once a minor has a library card, he or she may access a filtered Youth Computers. Completion of library card application represents agreement with the Library's Computer Mission Statement.

4. Children and teens under 17 years old must present a valid library card to sign up to use a filtered Youth Computer.
5. All users shall follow the Posted Procedure for Computer Usage required by the Library. Failure to do so will result in the forfeiture of computer privileges.

6. The library's Youth Computers are CIPA (Child Internet Protection Act) compliant.

7. The Library also provides wireless access to patrons. Patrons using this service are also required to comply with the Library's computer use policies. The Library is not responsible for the security of wireless usage.

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.

2. Minors 17 and under are required to sign into Youth Public PCs with their valid library card.

3. Patrons are required to report any workstation difficulties to the Library staff.

4. Patrons are limited to 4 hours of computer time when necessitated by public demand.

5. 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.
6. Wireless service is available inside the library. The library is not responsible for the security of items using the wireless network or transmissions on the system. Patrons are able to use the service at their own risk.

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, remote databases, and individual web site 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 which may be personally offensive or disturbing to patrons. Computer filtering software is provided but may not always be able to block all inappropriate or offensive material, **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 any time and without advance notice.**

The Library provides 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 Board 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:

The purposes of Library programs are to educate, inform and entertain. All programs are to be organized and led by our trained Librarians. Library programs are generally free to the residents of Trenton and the other communities that contract with the library for service. Non-resident library users are welcome to attend programs if space is available. A small materials fee may be charged for some programs. When space or supplies are limited, residents may need to register. 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 Youth Services Librarian. The Library is always eager to provide tours of our facilities. These tours fulfill several purposes:

1) 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) 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, and 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
- Reference

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:

- The procedure for obtaining a library card has been explained.
- Everyone has been encouraged to check out library materials with a library card.
- 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.

CHILDREN'S SERVICES:

Children's programs and services are organized and conducted by our professional Youth Services Librarian who is on our staff and has been hired with this expertise in mind. Children are encouraged to use the library. Children are the next generation of library users and taxpayers. They are expected to behave and treat the library facility and equipment, staff and other patrons with care and respect. Children, like adults, who violate the patron Code of Conduct (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. Children under 10 require the supervision of a person over 18 years of age in the library. The Trenton police will be called regarding children left unattended at the library 15 minutes after closing.

Children will not be denied access to the adult collection based on their age. 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.

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. 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. The Library reserves the right to decline any application that does not promote or is inconsistent with the Library's mission. The Library Director or representative has final approval of all displays. The Library Director reserves the right to request the exhibitor to make changes to the exhibit as required by the Library.

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 a statement assignee accepts display will include no advertising, no selling of products, and no phone numbers.

4. Display case is accessible only from the Library Local History Room, which is nonpublic, and can be locked. Still all responsibility for theft or damage to contents must be borne by the assignee. Library does not carry insurance on, and is not responsible for items owned by the Exhibitor.

5. Assignment is limited to: from the first day of the assigned month to the last day of the same. Access will be by appointment at the convenience of the staff.

6. Assemblage and dismantling of the display are solely the responsibility of the assignee. Staff will help with signs, etc., if asked and time permits.

7. Assignee must supply all props, backgrounds, fasteners, display tools, etc. No tape or nails are permitted on the wood walls.

8. Business cards or flyers pertinent to the display will be accepted for distribution at the discretion of the Library Director.

9. External organizations are limited to using display cases for a maximum of two months within a calendar year and cannot reserve displays for consecutive months. Additionally, these organizations cannot simultaneously use both the large and small display cases.

TRENTON VETERANS MEMORIAL LIBRARY
2790 WESTFIELD RD
TRENTON, MI 48183
734-676-9777
TPUBLICLIBRARY@TRENTON-MI.COM

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 _____

City/Township of Person/Group _____

Telephone _____

PROCEDURE TO ADDRESS THE TRENTON VETERANS MEMORIAL LIBRARY BOARD

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 as citizen comments.

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) Anyone 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

The library follows the procedures of the City of Trenton. Requests must be made to the City Clerk. For forms and further information, please check the City of Trenton's website.

Emergency Closing

Our mission as a public library is to remain open to serve the public unless there is a declared emergency by authorities (Mayor of Trenton, Police Department, Library Board, Director, or Staff person in charge). Our hours of operation are:

Monday – Thursday	9:00AM – 8:00PM
Friday/Saturday	9:00AM – 5:00PM
Sunday	CLOSED

We will follow the city schedule on holidays and school districts for emergency closings. Emergency closings when schools are not in session will be at the discretion of staff member in charge with the concurrence of the Library Board chair, the Trenton city administrator, and the library director.

In the event we must close, the staff member in charge will take the following steps:

1. Notify Director or other librarians in his/her absence.
2. Discuss with Library Board Chair.
3. Notify the City Manager of the City of Trenton and cities and townships served by the library.
4. Start to inform other staff.
5. Call The Library Network
6. Put message on library website and social media.
7. Put phone on answering machine and change message to reflect emergency closing.

In the event of no water, no heat, electrical failure, etc., in the building, notify the Director to get someone to fix the problem. Decisions on these problems will be made on an individual basis. We will, whenever possible, stay open to serve the public.

Emergency Evacuation Policy

In the event an emergency evacuation occurs, the senior staff member present will do the following:

1. Remain calm.
2. Contact appropriate authorities.
3. Notify patrons in a loud, distinct voice that the library will close in one minute and must be evacuated now.
4. Direct staff to man appropriate exits and assist in patron evacuation.
5. Call out one last time and direct staff to leave as you leave by the appropriate exit.
6. To facilitate evacuation a map listing doors and routes will be posted in the staff workroom, on the adult side of the library, and in the juvenile section.
7. In all cases of emergency library closing, Trenton police will take unattended children left at the library to the police station to await their parents.

Disasters

Fire

Staff should know where extinguishers are and how they are used. Senior staff present shall:

1. Determine where the fire is and the extent of the fire.
2. Use extinguisher if fire is small. Once out, notify the fire department and ask them to check the area.
3. If the fire is large, calmly announce and evacuate the building following the procedure in the Emergency Evacuation Policy. Notify the authorities using the 911 emergency number.
4. Have everyone exiting the fire meet at Westfield Center across the parking lot.
5. Prepare written report for the Director and Library Commission within 24 hours.

Health Emergencies

Staff members should exercise caution when administering first aid and call for 911 if serious emergency. The sick or injured patron should be made comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

AED – Defibrillator can be used if patron's heart stops beating. Open case and the machine will explain what to do. Call for 911 immediately too.

The Rescue Squad/Police should be called immediately (911) in the event of a serious problem. The staff person in charge of the building at the time should also be notified immediately.

In the event of an accident or injury such as: stroke, heart attack, coma, etc., an accident report form must be completed as soon as possible. At the least, get the name of the injured person so we can follow-up later. Accident forms are available at circulation desk.

Snow Storms

The basic philosophy to keep in mind is the Library is a service organization.
Closing will be at the discretion of the City Administrator and Library Director, or in his/her absence, the person in charge. Before closing, the person in charge at the library will contact the following authorities: the City Administrator, Chair of the Library Board, and Library Director.

Police

Every telephone will have attached to it the emergency number and the non-emergency number of the Police Department and it should be called in emergency situations. It will be up to the discretion of the staff member in charge to determine whether a situation warrants such action. After such action is taken, notify the Director immediately. This must be followed up with a written report to the Director within 24 hours. Use incident report form.

Tornadoes

Circulation staff is responsible for placing sign on the front doors and for removing it when "ALL CLEAR" is received. Sign reads: TORNADO WARNING NOW IN EFFECT. TAKE IMMEDIATE SHELTER. LIBRARY WILL REOPEN WHEN WARNING IS LIFTED. Patrons and staff in the library should take shelter in the loading dock area, restrooms, against inside walls of corridor in workroom, away from all windows.

For Librarians' Information

A WATCH is an alerting message given by the Weather Bureau when conditions are favorable for tornadoes, severe thunderstorms, hail or floods to develop.
A WARNING is issued when a tornado, severe thunderstorm, hail or flood has actually been sighted in the area or indicated on radar.

Bomb Threat

In a bomb threat, staff will remain calm and do the following:

1. Try to get as much information as possible from the caller as to location, reason why a bomb, etc.
2. Note as much you can about the caller. For example, age, sex, type of tone of voice, etc.
3. Notify **Police** as to the phone call and ask them to investigate immediately. Notify the Director.
4. Clear the building until authorities have completed their investigation.
5. Incident Report must be given to the Director within 24 hours.

Accident/ Incidents

If a patron or staff member is injured in the library please follow medical emergency procedure listed above and file an Accident/Incident Report. The report is filled out immediately and faxed to the Trenton City Administrator.

Trenton Veterans Memorial Library

PUBLIC RELATIONS POLICY

In recognition of the responsibility of the library to maintain continuing communication with present and potential users of the services and resources of the Trenton Veterans Memorial Library, so as to assure effective and maximum usage by all citizens, the library advisory board adopts the following resolution as a matter of policy.

The objectives of the public relations program of the library are:

- To promote community awareness of library services
- To stimulate public interest in and usage of the library
- To develop public understanding and support of the library and its role in the community

The following means may be used to accomplish the foregoing objectives:

1. Specific goals and activities shall be developed annually and funds shall be designated in the budget to carry out the dissemination of information and the engagement of the public in library programs and services.

2. Library staff will be trained and enabled to maintain confidential, courteous, efficient, informative and friendly contact with library patrons and the general public.

3. Personal and informational group contacts shall be maintained with government officials, the four local governments (Brownstown, Grosse Ile, Trenton and Woodhaven), their outreach services and public relation departments and other community organizations by library staff and board members.

4. Local media and social media (Facebook, Twitter, Instagram, Pinterest etc.) shall be utilized to keep the public aware of and informed about the resources and services of the Trenton Veterans Memorial Library.

5. Newsletters, brochures, flyers and other promotional materials shall be produced and distributed through the physical library, online and social media resources and voluntary emails (ConstantContact), city/township mailings (Buzz, Channels, etc) and other effective methods of reaching the public.

6. The Trenton Veterans Memorial Library may sponsor not for profit programs, classes, exhibits and other library-centered activities and shall cooperate with other groups in organizing these to fulfill the needs of the community for educational, cultural, informational or recreational opportunities. These can occur within the library or off site at local fairs and festivals etc.

7. Nonprofit community partnerships shall be explored and utilized to create opportunities for community involvement and information dissemination.

8. The library director or a designated staff member shall have the responsibility for coordinating the public relations and public informational activities of the Trenton Veterans Memorial Library. All inquiries from the media should be forwarded to the City Manager of Trenton, Michigan. Individual staff will not engage with the media without the direction and permission of the library director. Staff will also not engage with the public in discussions which might be misconstrued as providing official library positions without direction and permission of the library director.

Meeting Room Policy

Trenton Veterans Memorial Library (Library) meeting room is intended primarily for Library meetings, programs and events. When not needed for these purposes, the room is available to not for profit and non-profit organizations 501c3 whose organizing members reside within the library's service area: Brownstown, Grosse Ile, Trenton and/or Woodhaven. Individuals may use the room at the Director's discretion. Examples of not for profit groups and acceptable individual use are zoom interviews, video court visits, online tests, book clubs, knitting groups, card groups.

Permission to use the Library's Local History Room is revocable and does not constitute a lease, nor does it imply that the Library endorses the aims, policies, views or activities of the group, organization or business using the room. Anyone using the Library's meeting rooms must abide by the terms of this policy and the Library's Code of Conduct. All juvenile groups must have adequate adult supervision.

For the safety of its users, the Local History Room has a maximum capacity of 27 persons as established by the City of Trenton Fire Marshall. Meeting Room users are responsible for ensuring that maximum capacities are not exceeded. (A sign shall be posted stating the maximum capacity of the room, as determined by the Fire Marshal. Groups must comply with the posted capacity.)

To insure or promote the accessibility of the library Meeting Room to a wide variety of community groups, and so that the entire service community may have an opportunity to make use of the room, the following rules of use apply:

- Meeting Room use will not be scheduled before or after library hours.
- Use of the meeting room by any group is limited to no more than once per month without prior approval of the Library Director/ or designee.
- Meeting Room use is limited to 4 hours.
- Events must be terminated at least 15 minutes before the Library closes.
- In compliance with the ADA, the Library requires that groups or organizations using Library facilities do not discriminate on the basis of disability.
- The meeting room may not be reserved more than 6 months in advance.

Use of the Library's meeting rooms must not disrupt the orderly conduct of the Library, its programs or activities. Meetings may not conflict with Library and/or Friends-sponsored programs; in the event of such a conflict, the Library or Friends of the Library program will receive priority.

THE LIBRARY RESERVES THE RIGHT TO CANCEL CONFIRMED MEETING ROOM RESERVATIONS.

Community groups and organizations must be legal and composed of residents of Brownstown, Grosse Ile, Trenton and/or Woodhaven. **The room is not available for informational or educational events such as investment seminars, health seminars, retirement planning seminars, tutoring.**

THE USE OF LIBRARY MEETING SPACE FOR FINANCIAL GAIN IS PROHIBITED. Groups may not impose admission fees. All other collections or solicitations are prohibited. Exceptions may be made for Friends of the Library sponsored programs or events.

Meeting rooms are not intended for private use, study, tutoring or for personal or social events such as weddings, funerals, birthday parties, or reunions.

Groups may not imply Library sponsorship of their meeting, program or organization unless sponsorship is expressly approved in writing by the Library.

The Library reserves the right to attend any meeting held in its facilities (except lawful executive sessions of governmental bodies).

Furniture, equipment or supplies may not be stored on Library property. The Library assumes no responsibility for items left on the premises.

Organizations using Library owned equipment and facilities shall assume financial responsibility to reimburse the Library for the repair of damaged equipment, repair of damage to the building interior, or the replacement of missing equipment. Certain pieces of equipment are not available for public use.

At the end of a meeting, the room must be left in the same condition as it was found.

Rooms will only be scheduled for use during regular Library hours and meetings must be finished in sufficient time to vacate the building by the time the Library is scheduled to close for the day. In the event that a meeting is canceled, the Library must be notified so that the room may be made available to others. If the library is closed due to inclement weather or other unforeseeable circumstance, such as a power outage, the contact person listed on the reservation will be contacted.

Individuals, groups and organizations using the Library meeting rooms agree to indemnify and hold harmless the Library, its Board of Trustees, staff and agents, from and against any and all liabilities, losses, damages, costs and expenses of any kind which may be suffered by, incurred by, or threatened against the Library, the Library Board or any of its staff or other agents on account of or resulting from injury, or claim of injury, to person or property arising out of the organization's use of the Library, including but not limited to damaged or missing equipment and fixtures, and any and all structural interior or exterior damage to the Library.

Failure to observe these rules may result in the denial of use of the meeting place by the organization concerned. Library staff will refer questions about the organization to one of the contact persons named on the application.

Rev 01/2023

I have read and agree to Trenton Veterans Memorial Library's Meeting Room Policy:

Name and EMAIL of Person Booking Room:

_____

Name of Your Non-Profit Organization:

_____

Purpose of Your Organization:

_____

Address of Person Booking Room:

_____

Name and Phone number of Organization's Main Contact Person:

_____

Date and time of requested room reservation: (Please note that rooms cannot be reserved more than 6 months in advance and are subject to cancelation if the library closes or needs to use the room for any reason.)

_____

Expected Attendance: (Must not exceed 27 people. Minors must be accompanied by supervising adults.)

_____

Today's Date: _____

SIGNATURE_____

For Library to Keep on File

Library Social Media: Content and Comments Policy

The Trenton Veterans Memorial Library ("Library") social media outlets (e.g., Facebook page/groups, Twitter feeds, Instagram, Pinterest, YouTube videos, etc.) are a place for individuals to share opinions about library related subjects.

For the purposes of this policy, "social media" is understood to be electronic communication through which users create or interact in online spaces to share information, ideas, personal messages, and other content. Social media includes any webpage or app through which the Library has an account and interacts with other users.

Examples of social media include, but are not limited to, Facebook, Instagram, Twitter, TikTok, blogs, YouTube, LinkedIn, and Flickr. For the purposes of this policy, "comments" include information, articles, pictures, videos, or any other form of communicative content posted on the Library's social media site.

Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library, and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to, but is not required to, hide any comment, post, or message that it deems in violation of this Policy. The Library's social media usage rules are as follows:

1. **Privacy**: Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one's friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.

2. **No Endorsement**: The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Comments posted by a member of the public on any Library social media site are the opinion of the commenter or poster only and publication of a comment does not imply endorsement of, or agreement by, the Library, nor do such comments necessarily reflect the opinions or policies of the Library. Social media users should exercise their own judgment about the quality and accuracy of any information presented through social media by third parties.

3. **Rules of Use**: To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be hidden immediately from any Library social media forum:
    1. Obscene, illegal, sexually harassing, threatening, racist, or abusive speech.
    2. Threats to any person or organization, and any post that affects the safety and security of the Library, its property, patrons and staff or creates a hostile work environment.
    3. Private or personal information, including phone numbers and addresses, or requests for personal information.
    4. False or misleading information, and any statement by a user under a false name or any falsification of identity.

5. Spam or other commercial messages and posts that would violate the Michigan Campaign Finance Act or other election laws.
6. Comments in support of, or in opposition to, any political campaigns or ballot measures.
7. Comments not related to the original topic, including random or unintelligible comments.
8. Solicitation of funds.
9. Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
10. Any information deemed harmful to minors or violates the Michigan Library Privacy Act.
11. Any post that violates any Library policy.
12. Content that promotes, fosters, or perpetuates discrimination based on race, creed, color, age, religion, gender, student status, sexual orientation, gender identity or national origin.
13. Conduct in violation of any federal, state, or local law.
14. Encouragement of illegal activity.
15. Any images, links, or other content that falls into the above categories.

4. **Third Party Usage Rules**: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate Federal and State Law.

5. **Access**: The Trenton Veterans Memorial Library reserves the right to monitor all content before it is posted and to modify or remove any messages or postings that it deems, in its sole discretion, to be abusive, defamatory, in violation of the copyright, trademark right, or other intellectual property right of any third party, or otherwise inappropriate. The Library reserves the right to deny access to Library social media sites for any individual who violates the Library's Social Media Policy, at any time and without prior notice.

By posting a comment, individuals agree to indemnify the Trenton Veterans Memorial Library and the City of Trenton, its officers, and employees from and against all liabilities, judgments, damages, and costs (including attorney's fees) incurred by, arising out of, or related to the content posted.

Trenton Veterans Memorial Library is not obligated to take any such actions and will not be responsible or liable for content posted.

~Adopted 05/03/2023

Petitions, Demonstrations, Surveys and Electioneering Policy

Trenton Veterans Memorial Library allows the circulation of petitions, demonstrations, and conducting of surveys outside its facilities as long as these activities do not interfere with the conduct of business or impede the free access of the public to the Library and resources. Specifically, individuals or organizations gathering petition signatures, demonstrating, or conducting surveys may stand on the Library's sidewalks adjacent to its buildings as long as they maintain a distance of at least 100 feet away from any entrance and/or exit and do not block pedestrian traffic. Petitioners, demonstrators, and survey takers may not set up tables, chairs and other furniture or personal items or otherwise impede ingress or egress out of the Library, interfere with patrons seeking to use the Library, or otherwise disrupt Library patrons or activities. Petitioners, demonstrators, and survey takers are not guaranteed the use of an area protected from sun, heat, or inclement weather. Petitioners, demonstrators, and survey takers may not confront patrons in the parking lot or follow patrons to or from their vehicles. Petitioners, demonstrators, and survey takers may not obstruct a patron, intimidate a patron into signing a petition, or harass a patron if the patron informs the person gathering signatures, demonstrating, or conducting surveys that the patron is not interested.

Signs promoting petitions, causes, or surveys may not be placed on doors or buildings and petitioners, demonstrators, and survey takers must in no way affiliate themselves with the Library, through written publicity, signage, or verbal statements. Petitioners, demonstrators, and survey takers are required to register at the Library's Circulation Desk prior to gathering signatures or conducting surveys. Nothing in this policy regulates the use of sidewalks that are on the perimeter of Library property and indistinguishable from adjacent municipal or other public sidewalks.

Petitioning, demonstrating, and conducting surveys inside Library buildings is prohibited. Petitioners, demonstrators, and survey takers refusing to comply with this policy will be asked to leave Library property.

Approved by the Library Board 10/21/2020