

LEIGHTON TOWNSHIP LIBRARY

BY-LAWS

POLICY

RULES/REGULATIONS FOR CONDUCT

MISSION STATEMENT

IT IS THE PURPOSE OF THE LEIGHTON TOWNSHIP LIBRARY TO PROVIDE SERVICE TO INDIVIDUALS AND GROUPS IN THE COMMUNITY, BY MAKING AVAILABLE RECREATIONAL, EDUCATIONAL, INFORMATIONAL AND CULTURAL MATERIALS.

LEIGHTON TOWNSHIP LIBRARY BOARD OF TRUSTEES BY-LAWS (Revised 4/13/04)

ARTICLE I  
MEMBERSHIP

The Library Board of the Leighton Township Library shall consist of six Trustees elected for a four year term on a non-partisan ballot at the November general election in Leighton Township in accordance with the provisions of Michigan Act 164, Article 397.211.

ARTICLE II  
OFFICERS

Section 1. The officers shall be a President, Vicar, Secretary and Treasurer elected by the Trustees at the November meeting of the Board. The Treasurer and a Trustee shall be bonded.

Section 2. Officers shall be elected at the November meeting and shall serve until their successors are duly elected.

Section 3. The officers shall perform the duties generally associated with their offices and such others as may be designated by the Board.

ARTICLE III  
MEETINGS

(Revised 2-19-2007, Approved 3-19-2007, Revised 3-14-14 Approved 4-21-2014)

Section 1. The regular meetings shall be held monthly at the Leighton Township Library, except for the months of August and December. Cancellations due to an emergency, or weather incident may be made at the discretion of the Board President.

Section 2. The annual budget and yearly report shall be adopted before the end of April of each year.

Section 3. Special meetings may be called by the President or at the request of four (4) members for transaction of business as stated in the call for the meeting.

Section 4. A quorum for the transactions of business shall consist of a simple majority of the entire elected board.

Section 5. Order of business for regular meetings shall be:

- Call to order
- Roll Call (secretary may simply record attendance)
- Approval of minutes as read or corrected
- Treasurer's report
- Public comment
- Progress report of Director
- Committee reports
- Communications
- Old business
- New business
- Public comment
- Adjournment

Section 6. Situations not covered by these by-laws or the Board Policies shall be governed Robert's Rules of Order, latest edition.

## ARTICLE IV DIRECTOR AND STAFF

The Board shall hire a Director with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

The Director shall be responsible to the Board for:

1. Carrying out its policies.
2. Specifying duties of other employees and recommending persons for appointments.
3. Supervision of staff.
4. Care and maintenance of library equipment and property.
5. Selection, acquisition and organization of books and other library materials
6. Library's public relations.
7. Keeping Trustees informed of matters relating to the Library or to themselves as Trustees.
8. Preparing a preliminary draft of budget and annual report for Board approval.
9. Assisting the Board in its decisions on policies, budget and other such matters.
10. Prepare agenda for board meetings with the President of the Board.

The Director shall interview and recommend to the Board candidates to fill staff positions.

## ARTICLE V COMMITTEES

In most matters, the Board shall act as a committee of the whole, but special committees may be appointed at the discretion of the Board President. The committee shall be considered discharged upon completion of its assignment and a final report to the Board.

## ARTICLE VI GENERAL

Section 1. An affirmative vote of a majority of all trustees present shall be necessary to approve any action by the Board.

Section 2. The by-laws may be amended by a majority vote of members present at an official meeting of the board, provided the amendment was available for discussion at the previous meeting.

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9/26/2008

**Personnel Policies**  
(Approved 9-22-2008)

**Organization**

The director, within the limits of the policies established by the Board of Trustees, shall have general charge and supervision of the library, and of all the employees thereof. Library employees shall be responsible to the Library Director. The Library Director, in turn, shall be responsible to the Board of Trustees.

**Nature of Employment**

All employees at the Leighton Township Library are at-will employees. This means that there is no definite term of employment and that the employment relationship may be terminated with or without cause, with or without advance notice, and at the option of either the employee or the Library.

Policies set forth in this manual are not intended to create a contract, nor are they to be construed to constitute any legal or contractual obligation for employment or benefits between the Library and any of its employees. The provisions of the manual have been developed at the discretion of the Library Board and in order to retain flexibility in the administration of these policies and provisions, it reserves the right to change, revise or eliminate any of the policies and/or benefits described in this manual except for its policy of employment at-will.

**Equal Opportunity Employment**

It is the policy of the Leighton Township Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

**Condition of Work**

Work schedules will be arranged by the Director. The schedule will be determined for the benefit of the Library with consideration and collaboration of the employees.

**Hiring/Termination**

The Director will recommend to the Board the need for new staff. The Director is responsible for hiring, supervision of, and termination of, all library employees.

Employees will be selected solely on merit with due attention to educational, technical and personality qualifications required for the position. Personal considerations do not enter into the selections, nor is there to be discrimination because of race, creed, sex, marital status, opinions or beliefs.

### **Employment Applications**

The Leighton Township Library depends upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, or material omissions in any of this information of data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### **Salaries**

The library board shall determine salary, merit or annual increases. Approval for all salary changes shall rest with the Board

### **Pay Periods**

Pay periods run for two weeks with time sheets submitted by the Monday following the end of the pay period. Checks are distributed by end of day Friday following the end of the pay period.

### **Resignations**

In the event an employee plans to resign, advance notice is expected. To leave in good standing, at least two weeks notice for hourly employees and four weeks notice for salaried employees is required.

### **Dismissal**

No one will be dismissed from a position without just cause and a fair hearing.

### **Social Security numbers** (Proposed 11-8-2005, Approved 12-13-2005)

In compliance with Michigan's Social Security Number Privacy Act (P.A. 454 of 2004), Leighton Township Library will insure, to the extent practicable, the confidentiality of social security numbers. For the purpose of this policy, SSN refers to the use of more than 4 sequential numbers of an employee's social security number.

Leighton Township will not:

- Publicly display more than 4 sequential numbers of an employee's complete social security number,
- Use the SSN as the primary account number for any employee,
- Visibly print the SSN on any badge or card,
- Require an employee to transmit the SSN over the internet or computer system unless the connection is secure or encrypted,
- Require an employee to transmit the SSN to gain access to an internet website or computer system network unless the connection is secure, the

transmission is encrypted, or a password or other authentication device is required to gain access,

- Include the SSN in or on any document sent to an individual if the numbers are visible on or, without manipulation, from outside of the envelope or packaging,
- Unlawfully disclose social security numbers.

Only authorized personnel will have access to employee's social security numbers.

Documents containing social security numbers will be destroyed in an appropriate manner when no longer needed.

### **Immigration Law Compliance**

The Leighton Township Library is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete this form if they have not completed an I-9 with the Library within the past three years, or if their previous I-9 is no longer retained or valid.

### **Access to Personnel Files**

Leighton Township Library maintains a personnel file on each employee. The personnel file includes various employment records.

Personnel files are the property of Leighton Township Library. Access to the information contained within a personnel file is generally restricted to personnel who have a legitimate reason to access such information. Certain employment documents may, however, be available to the public pursuant to the Freedom of Information Act.

Employees who wish to review their own file should submit a written request to the Library Director. With reasonable advance notice, and as provided by Michigan law, employees may review their own personnel files in Leighton Township Library offices and in the presence of an individual appointed by Leighton Township Library to maintain the files.

If copies of an employee's own personnel file are requested by that employee, Leighton Township Library reserves the right, as provided by Michigan law, to charge a reasonable fee for the copies.

## **Keys**

Keys to the Leighton Township Library will be issued to employees authorized to open the building or to work when the building is closed. Employees must sign for the keys when issued, and return them promptly upon termination of employment.

## **Lawsuits**

Any claims or lawsuits relating to any employee's service with Leighton Township Library must be filed no more than six (6) months after the date of the employment action that is the subject of the claim or lawsuit.

## **Worker's Compensation Insurance**

Workers' Compensation Insurance is provided to all employees of the Leighton Township Library in accordance with state and federal requirements. Worker's Compensation Insurance provides for the cost of reasonable medical treatment, wage loss benefits, and rehabilitation services for work related injuries.

Employees who feel they have sustained a work-related injury or illness are required to inform their supervisor immediately and complete an Employee Accident Report. Delays in reporting may result in denial of benefits.

In accordance with state Workers' Compensation laws, there is a waiting period of seven (7) calendar days before wage loss benefits begin, not including the day of injury. During this waiting period, an employee may choose to use available vacation time or paid time off. Should the physician require an employee to be off work beyond 14 days, then wage loss benefits under Workers' Compensation are retroactive to the date of injury. Any used paid time off would be credited back to the employee at that time if compensated through Workers' Compensation.

Neither the Library nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Library.

## **Evaluations**

Performance evaluations will be conducted annually.

The Library Board will conduct an annual evaluation of the Library Director.

## **Professional conduct**

The staff should reflect professionalism. The staff owes impartial, courteous service to all persons using the library. Rudeness, carelessness or indifference is not the type of service the library wants to portray. The staff should remember that in meeting the public, they represent both the Leighton Township Library and Leighton Township.

### **Timekeeping**

Accurate recording of time worked is the responsibility of every employee. Altering, falsifying, and/or tampering with time records may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to record hours worked in a timely manner. Hours not recorded at the time of submission of the time sheet to the accountant may not be compensated in that paycheck.

### **Personnel Data Changes**

It is the responsibility of each employee to promptly notify the Library of any changes in personnel data including personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, and other such status reports. If any personnel data has changed, notify the Library Director.

### **E-Mail**

Employees will assure that all e-mails sent under the name of the Leighton Township Library are properly addressed and professional in manner.

### **Prohibited Harassment and Discrimination**

The Leighton Township Library is committed to providing a work environment that is free from harassment, intimidation, and illegal discrimination. The Library will not tolerate any form of harassment, intimidation, or discrimination in the workplace

Any employee who believes he or she has been harassed, intimidated, or discriminated against in violation of this policy should immediately (1) let the individual(s) know that you find the behavior offensive and that you expect it to cease and desist; and (2) report the conduct to the Library Director. A prompt, thorough and impartial investigation of all complaints will be conducted in as confidential a manner as possible. Any employee who, after investigation, is found to have harassed, intimidated, or discriminated against another employee, will be subject to appropriate disciplinary actions, up to and including termination from employment. Additionally, harassing, intimidating and discriminatory conduct may result in individual liability to the offending employee. The Library will not threaten or retaliate against an individual who alleges unlawful harassment. However, knowingly and intentionally false charges may result in adverse action. Any employee who is alleged to have harassed or retaliated against another employee who has filed a complaint will be subject to appropriate disciplinary action, up to and including discharge.

### **Drug and Alcohol Use**

It is the desire of Leighton Township Library to provide a drug-free, healthful and safe workplace. To promote this goal, employees are required to report to work in an appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Library premises and while conducting business-related activities off Library premises, no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger the safety of the employee or other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

[Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify the Director of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.] ?????

### **Smoke Free Environment**

In keeping with the Leighton Township Library's intent to provide a safe and healthful work environment, smoking is prohibited in the Leighton Township building. This policy applies equally to all employees, customers, and visitors.

### **Conflicts of Interest**

Leighton Township Library expects its employees to conduct business within guidelines that prohibit actual or potential conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Leighton Township Library's business dealings.

No presumption of guilt is created by the mere existence of a relationship with persons or businesses outside of Leighton Township Library. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Leighton Township Library as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

### **Grievance Procedures**

Employees should first attempt to resolve disputes among the affected parties. If grievance is not resolved, it should then be taken to the Library Director. If the grievance is not resolved within a reasonable amount of time, it will be the responsibility of the Director to forward the grievance to the Leighton Township Library Board who will appoint a committee to address the grievance. A meeting will be held to address said grievance within 30 days.

### **Vacation Policy**

All employees, with the exception of pages, temporary employees and substitute employees, who work an average of 10 or more hours per week, after one year from the date of employment, shall be entitled to one week's paid vacation, equal to their average weekly hours. Each employee, after two years from the date of employment, shall be entitled to two weeks paid vacation, equal to their average weekly hours. Vacation time and unpaid leave, shall be approved by the director. Desired vacation dates shall be requested in writing. Vacation time will not carry over from year to year; it must be used in the year it is granted (i.e. the year from date of employment to the next year's date of employment). Vacation time must be used before an employee is granted unpaid leave. Upon termination of employment, no compensation shall be given for unused vacation days.

### **Holiday Pay**

(Revised August 31, 2010    Approved October 18, 2010)

All employees, with the exception of pages, temporary employees and substitute employees, who work an average of 10 or more hours per week, will receive holiday pay for the following holidays. Holiday pay will be calculated based on the employee's pay rate times the employee's average work day hours.

New Year's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day

If the holiday falls on a Sunday, the Library will be closed on the following Monday, which will be considered the holiday. If Lakeland Library Cooperative does not offer computer service on a holiday not mentioned above, the possible closing and holiday pay will be treated individually by the library board. Early closing times for the eves of Thanksgiving, Christmas, New Year's and subsequent holiday pay for these closings, will be treated individually by the library board.

### **Bereavement Leave**

In the event of a death in the immediate family, an employee may take up to 2 days leave with pay. Immediate family includes: spouse, children, parent, grandparent, brother, sister, grandchild or in-law. Additional days may be taken without pay at the Director's discretion.

### **Family and Medical Leave**

In accordance with the Family Medical Leave Act, Leighton Township Library will provide medical leaves of absence up to a maximum of 12 weeks within any 12-month period, without pay, to employees who are temporarily unable to work due to a serious health condition or disability. Family leave is also available for adoption, foster child placement, and care of a dependent child, spouse or parent with a serious health condition.

Employees must submit a statement by a health care provider verifying the serious health condition or temporary disability, the need for medical leave and the beginning and expected ending dates of the needed leave.

Employees will be required to first use any available paid leave time before taking unpaid family or medical leave.

Benefit accruals, such as vacation, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

Employees returning from an approved Family Medical Leave will be returned to the same or equivalent position, unless their employment would have otherwise been terminated for legitimate reasons.

### **Personal Leave**

The Leighton Township Library may grant requests for leaves of absence without pay to employees who wish to take time off from work duties to fulfill personal obligations. Such leaves will be at the discretion of the Director and will be considered only after all eligible paid leave has been used. Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence. Benefit accruals, such as vacation, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

**Witness and Jury Duty**

No deduction will be made from the employee's regular compensation for witness or jury duty.

**Military Leave**

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Benefit accruals, such as vacation, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or in a comparable position depending on the length of military service, in accordance with USERRA. Such employees will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

### **State Certification**

State Certification requirements will follow the levels required by the Library of Michigan. Employees are encouraged to continue their educations and to attend conferences and workshops as approved by the library director. Expenses incurred at approved workshops and conferences will be paid by the library. If an employee wishes to be certified by the State of Michigan, The Leighton Township Library will pay for this certification.

### **Conference and Workshop Policy**

The Board of the Leighton Township Library encourages all staff to attend workshops to advance their knowledge and skills. All workshops must benefit the staff member's job description. All staff members shall be paid during their attendance at the conference. The library budget will include monies to pay for reasonable expenses of staff members attending workshops and conferences. All staff members will earn up to 8 hours of pay per day during their attendance at a workshop or conference.

The Leighton Township Library budget will allocate expense money for the attendees. Receipts will be necessary for reimbursement. Lodging will be based on two staff members per room. Meals shall be paid on a per diem basis of up to \$40 per day. If any of these meals are provided as part of the conference registration, no meal allowance shall be given for that meal.

Travel expenses including mileage shall be reimbursed with receipts.

### **Travel Expense**

Mileage, room rent, registration fees, meals, tolls, parking fees incurred in attending library meetings or to accomplish library business, shall be reimbursed. Mileage will be reimbursed at the current rate used by the State of Michigan for State of Michigan employees. A reimbursement form must be completed and submitted to the director for payment.

### **Academic Study**

Employees are encouraged to continue their formal education. Effort will be made to adjust schedules so an employee can take an educational class. Expenses will be paid only if the class is required to maintain State Certification. All other classes must be pre-approved by the Library Board.

### **Professional Organizations**

Membership dues in the Michigan Library Association and other professional organizations will be paid for at the discretion of the Director.

### **Unscheduled Closing of the Library**

Decisions for closing the library due to weather or other emergencies will be made by the director. Emergency closings include declared emergencies or disaster or malfunctions of the library building. If the library must be closed for one of the above reasons, staff will be paid, as though worked, on the basis of the scheduled number of hours. If staff, is at the library, when it is closed for an emergency, they will be paid for the remainder of the workday. In severe weather, staff members who cannot travel to work will not be paid if the library is open for business. Employees who lose time in such circumstances may take the time off without pay, deduct the time lost from vacation time, or make up the time within the pay period if approved by the director. If severe weather conditions prevail and insufficient staff present to maintain minimum functions, the library may close early. Only staff reporting will be paid for scheduled hours, if the library must close under these circumstances.

### **Patron Privacy**

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

Library records or portions of a library record will only be released to the person liable for payment for or return of the materials identified in that library record unless ordered by a court to do so.

All staff and any volunteer with access to patron records will be required to read and sign a copy of this policy. Copies of the signed and dated policy will be retained by the library Director

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I, \_\_\_\_\_, acknowledge that I have received and read the policies and provisions contained in Leighton Township Library Employee Handbook.

I understand and acknowledge that there is no specified length to my employment at Leighton Township Library and that my employment is at will.

I also understand that the provisions in this handbook are guidelines and are not intended to create, nor should be construed to create, a contract for employment or for benefits.

I further understand that Leighton Township Library reserves the right to add to, eliminate, or otherwise change, at any time, any of the procedures, policies, and benefits described in this handbook.

I understand that the Leighton Township Library Board has delegated to the Leighton Township Library Director the authority to implement and interpret this handbook, and to make necessary changes with the consent of the Board.

I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

EMPLOYEE'S NAME (printed):

\_\_\_\_\_

EMPLOYEE'S SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_

CIRCULATION POLICY  
(Revised 5-21-2007, Approved 6-18-2007)

Books and CDs are to be loaned for three weeks. Various reference materials may be limited to a one week circulation period at the discretion of the library staff. Magazines, audiocassettes, and videos will circulate for one week. Due dates may be altered at the discretion of the library staff.

Overdue fines will be determined by the Lakeland Library Coop for most circulated items. Videos will have a \$1.00 fine per day. Maximum fines are \$3.00 for paperbacks and \$10.00 for hardcover books not to exceed the cost of the book. The maximum fine is \$10.00 on reference material. Fines on videos will not exceed the cost of the video.

If a book is damaged, but the librarian decides it can be repaired and circulated, no charge will be levied. If a book is defaced beyond repair, the patron will be charged the listed cost of the book.

If a book is lost, the patron will be charged the listed cost of the book.

The library will send overdue notices and bills for books that are long overdue. These notices are generated by the computer and sent out by the Lakeland staff. Before sending these notices to our patrons, the shelves will be checked. If the book is on the shelf, there will be no charge.

If a patron has fines on his or her card, he or she will be advised of the fines upon checkout. If they pay, the money will remain at the library it was paid. If the money paid is for book replacement, the money and the information as to which book is being paid for will be sent to the owning library according to the regulations of the Lakeland system.

It is the policy of the Leighton Library to make every effort to cooperate with schools in accommodating any special need they might have in relation to library usage.

Students may make up to 10 free copies for school. Black and white copies are 15 cents to the public. Color copies are 50 cents.

**BOOK SELECTION POLICY**  
(Revised 6-8-2004, Approved 9-14-2004)

The purpose of the Leighton Township Library is to select materials which communicate from one person to another humanity's heritage of experience from both the past and the present and to make these library materials easily available to all people within its service area and to assist them to:

- Educate themselves continuously
- Keep pace with progress in all fields of knowledge.
- Become better members of home and community.
- Discharge political and social obligations.
- Be more capable in their daily occupations.
- Develop their creative and spiritual capacities.
- Appreciate and enjoy works of art and literature.
- Make such use of leisure time as to promote personal and social well-being.
- Contribute to the growth of knowledge.

**Definitions:**

The words "book", "library materials", or synonyms as they may occur in the policy have the widest possible meaning, including every form of permanent record.

**Selection:**

Refers to the decision that must be made either to add a given book to the collection or to retain one already in the collection.

**Responsibility for Book Selection:**

Final responsibility for book selection lies with the director.

**Basis for Selections**

- Author's reputation and significance as a writer.
- Importance to the collection.
- Timeliness or permanence of the material.
- Accuracy of information
- Social significance.
- Clear presentation and readability.
- Appearance of title in special indexes, bibliographies, or reviews.
- Reputation and standing of the publisher.
- Format, price, and housing
- Consideration of the, commercial, industrial, cultural and civic enterprises of the local community.
- Patron request.

CENSORSHIP POLICY  
(Revised 9-14-2004, Approved 10-12-2004)

The Library recognizes that many books are controversial and that any given item may offend some patrons. Selections are made on the merits of the work in relation to building the collection and serving the interests of the readers. Although we have a diverse collection of materials, the Library Board does not necessarily approve all ideas found therein. It is the responsibility of the parents or legal guardian to censor their own children's reading material.

If the library receives criticism of any of the materials by a citizen or patron, that person will be requested to fill out and sign a form of complaint. This will be considered by the Board at its next regular meeting and its decision will be final. This decision will be sent to the complainant in writing.

COPYRIGHT  
(Approved 6-25-2002)

U.S. copyright law (title 17, U.S. Code) prohibits the unauthorized reproduction and distribution of copyright materials, except as permitted by the principles of "fair use". Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility from such use.

ISSUING LIBRARY CARDS  
(Revised 5-21-2007, Approved 6-18, 2007)

Leighton Township Library will issue library cards to patrons determined by the patron's home address. To receive a Leighton Township Library card, a person must reside within the legal boundaries of Leighton Township.

The signature of a parent or guardian or other adult is required for all children under 16 years of age. This person must be willing to be responsible for the return of, and for any loss or damage to, all materials borrowed with the child's card.

Proper identification of all persons to whom a library card is issued as well as that of persons signing a child's card will be required. Proper identification consists of a current driver's license or state ID with current address, or one picture ID with at least two pieces of official mail (i.e. utility bills) address to their current address.

CHECKING OUT MATERIALS  
(Revised 8-20-2007, Approved 9-17-2007)

In order for a patron to check out materials, he or she must have a valid library card from a Lakeland Library Cooperative member library in hand, and not have any restrictions on his or her library card.

RENEWALS  
(Revised 9-14-2004, Approved 10-12-2004)

Our materials may be renewed according to the rules of Lakeland Library Cooperative.

## SUSPENSION OF BORROWING PRIVILEGES

(Revised 5-9-2011, Approved 6-13-2011)

Borrowing privileges for any patron will be suspended if fines and/or bills on that patron's card reach a level of \$10.00.

Borrowing privileges will be reinstated when fines and bills are paid so the balance is under \$10.00.

A patron who has had their library card suspended or revoked may submit a written request to have the Library Board review the decision at the next regular meeting.

## BEHAVIOR

(Revised 5-9-2011, Approved 6-13-2011)

No disruptive behavior will be tolerated. In cases of disruptive behavior, patron or visitor identification including: name, address, and phone number, may be requested. An incident form will be filled out and the case will be noted on the patron record.

## PATRON CLOTHING AND HYGIENE POLICY

(Created 5-9-2011, Approved 6-13-11)

Library visitors and patrons shall not enter the building without appropriate clothing-including a shirt and shoes. People whose bodily hygiene is offensive as to constitute a nuisance to others in the library, including staff and patrons, may be required to leave the building.

## PETS AND ANIMALS

(Created 5-9-2011, Approved 6-13-11)

Library visitors and patrons shall not bring pets or animals (with the exception of service dogs) into the library, unless they have received prior permission from the library director, for programming purposes.

## ENFORCEMENT OF LIBRARY POLICY

(Created 5-9-2011, Approved 6-13-11)

The Leighton Township Library Board authorizes the Library Director and Library Staff as well as law enforcement officers to enforce the library's published patron and user policies up to and including long term suspension of library privileges, permanent banning from the library, or prosecution.

## SMOKING

(Created 5-9-2011, Approved 6-13-11)

Smoking is prohibited in the library.

**ILLEGAL ACTIVITY**  
(Created 5-9-2011, Approved 6-13-11)

Library visitors and patrons shall not engage in any illegal activity anywhere on the library premises, both in the building and on the grounds. Actions that violate local, state, or federal law will be prosecuted. Illegal activity may result in permanent suspension from the library as determined by the Library Board and Director.

COMPUTER USE  
(Revised 2-29-2007, Approved 3-19-2007)

Policy regarding Act No 212

The State of Michigan has passed PA 212 law which prohibits any minor under the age of 18 from accessing any obscene or sexually explicit materials on the Internet. Therefore, Minors will be monitored in this library. If found to be in violation of this law, minors will be required to leave and will forfeit their right to use our computers.

INTERNET USE POLICY AND GUIDELINES

The Leighton Township Library is pleased to offer access to the wealth of information available on the Internet. The Internet offers unlimited global access to information; however, not all sources on the Internet provide information that is accurate, complete, current or legal. The Leighton Township Library is unable to control the content of the materials on the Internet which changes rapidly and unpredictably.

RESPONSIBILITIES OF USERS

Staff Assistance

Staff provides assistance as they are able. For more in-depth training, patrons are advised to use materials available online and for circulation and reference.

Supervising Monitors for Minors under the age of 18

Parental supervision of children searching the Internet is advised. All Library staff have been instructed to monitor the screens as they pass through the area. If material is inappropriate for minors, users will be required to terminate their session immediately. The library will hold a zero tolerance for inappropriate materials.

Choosing and Evaluating Sources

The Leighton Township Library has no control of the Internet and its resources and assumes no responsibility for the quality, accuracy or currency of any Internet resource. Neither the Leighton Township Library nor its directors or staff shall be liable for any damages (direct or consequential), including lost profits, for any information obtained or provided on the Internet. Users should evaluate Internet sources just as they do printed publications, questioning the validity of the information provided. The Internet may contain material of a controversial nature. While patrons are free to visit whatever Internet sites they wish, the library must also respect the rights of other patrons not to be inadvertently exposed to material and images they may find personally unsuitable. Viewing of certain materials in the public library may be considered improper in time, place or manner. The library reserves the right to end an Internet session at any time if it is creating a disturbance. In addition, the library complies with PA 212 in that there will be zero tolerance for display of materials which are prohibited for minors. If such materials are displayed on screen, patrons will be required to end their Internet session.

### Rules Governing Use

Computer time is governed by a library software program and can be adjusted at the discretion of the library staff.

Computers may not be available every hour that the library is open. The computers will be shut down 15 minutes before the library's closing time.

Internet computers may only be used for legal and ethical purposes. Examples of unacceptable purposes include, but are not limited to, the following: harassment of other users, libeling or slandering other users, destruction of or damage to equipment, software or data belonging to the library or other users, disruption or unauthorized monitoring of electronic communications, unauthorized copying of copy right-protected material.

Violations may result in loss of access.

### Downloading

Patrons may download to preformatted disks. Disks are available for purchase from the library. The Internet computers do not allow downloads to the hard drive. The library is not responsible for any loss or damage to personal disks when downloading.

## PATRON PRIVACY

(Revised 8-20-2007, Approved 9-17-2007)

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

Library records or portions of a library record will only be released to the person liable for payment for or return of the materials identified in that library record unless ordered by a court to do so.

All staff and any volunteer with access to patron records will be required to read and sign a copy of this policy. Copies of the signed and dated policy will be retained by the Library Director

**DISPOSAL OF LIBRARY PROPERTY**  
(Proposed 5-11-2004, Approved 9-14-2004)

All public property to be disposed of or sold must have the prior approval of the board. The director shall recommend to the board which property shall be disposed of or sold. The director shall recommend a reasonable sale price for an item if it is to be sold. Final approval and sale price shall be at the discretion of the library board.

**Regulations:**

All books and magazines may be sold at the director's discretion at the library site as long as all proceeds revert to the library fund.

All books and/or magazines which are donated or sold to an outside source other than to individual patrons or to another public library must receive board approval before donation or sale.

All furniture and other public library property may be sold or donated after board approval.

The board upon recommendation of the director will set the price for sale or donation of items.

Rational: Public property must be sold or donated with the best interest of the library in mind. The public must feel confident that board members as stewards of the taxpayer's property are selling or donating their property in a fair, equitable and judicious manner. The public must be assured that their property is sold at a fair and equitable price. The above policy and regulations will assure that all properties are distributed in that manner.

**LIBRARY DISPLAYS AND EXHIBITS**  
(Proposed 4-16-2007, Approved 5-21-2007)

The Leighton Township Library welcomes displays and exhibits of interest, information and/or enlightenment to the community. The director shall accept or reject material offered for display based on its suitability and availability.

The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

**DONATIONS TO LEIGHTON TOWNSHIP LIBRARY**  
(Proposed 4-16-2007, Approved 5-21-2007)

The Leighton Township Library is pleased to accept material gifts or monetary donations. Any gifts given to the Leighton Township Library become the property of the Leighton Township Library and all use will be determined by the Leighton Township Library. No conditional terms of acceptance will be permitted, however, special considerations (i.e. memorial plaques, special placement of display items, etc.) may be given at the discretion of the director and the library board.

## LIBRARY PROGRAMS

(Proposed 4-16-2007, Approved 5-21-2007)

A library program is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services as well as offering the community an informational, entertaining or cultural experience.

The budget for library programs is established by the board in conjunction with the library director.

The Leighton Township Library welcomes suggestions from the community in regards to program possibilities; however, all library programs are initiated by the Leighton Township Library and approved by the library director.

## VOLUNTEER POLICY

(Proposed 10-22-2007, Approved 11-19-2007)

It shall be the policy of the Leighton Township Library to encourage and use volunteers as part of their community service program.

## DISPLAY OF POLITICAL MATERIALS

(Proposed 11-17-2008, Approved 1-19-2009)

There shall be no political materials, signs, brochures, or endorsements of any kind displayed at the Leighton Township Library.

## NON-RESIDENT LIBRARY CARDS

(Proposed 11-17-2008, Approved 1-19-2009)

Leighton Township Library will issue non-resident cards to patrons who do not reside in Leighton Township for the fee of \$1.00 per year. Non-resident cards are issued using the same rules and procedures used to issue cards to the residents of Leighton Township. Non-resident cards provide access to local services only and do not include services provided by the Lakeland Library Cooperative. Non-resident cards will be valid for the period of one year from the date issued.

## LEIGHTON TOWNSHIP LIBRARY VOLUNTEER POLICY AND CODE OF CONDUCT REGULATIONS.

### VOLUNTEER POLICY

It shall be the policy of the Leighton Township Library to encourage and use volunteers as part of their community service program.

### DEFINITION OF A VOLUNTEER.

A “Volunteer” is anyone who, without compensation or expectation of compensation beyond reimbursement, performs a task at the direction of and on behalf of the Leighton Township Library. Volunteers shall not be considered “employees” of the Leighton Township Library.

### COMMUNITY SERVICE

The Leighton Township Library may accept as volunteers those participating in student community activities, student intern-projects, corporate volunteer programs and other volunteer referral programs. Volunteers may need work samples and professional references. Volunteers may be subject to criminal record checks.

### INSURANCE AND LIABILITY

Approved volunteers in good standing may be protected under the “Directors and Officers” liability policy held by the Leighton Township Library. Such coverage may only exist while volunteering on behalf of the Leighton Township library under the direction of its staff. Volunteers hereby waive any claims against, indemnify, and hold harmless the LLT, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Leighton Township Library’s volunteer program.

### VOLUNTEERS UNDER 18

Volunteers under 18 years old must complete and sign a waiver of liability and code of conduct. The waiver and code of conduct must be co-signed by a parent or legal guardian in order to volunteer with the Leighton Township Library.

### DISCRIMINATION

The Leighton Township Library is committed to a policy of fair representation and will not discriminate on the basis of race, ethnicity, gender, color, religion, sexual orientation, geography or age.

#### SERVICE AT THE DISCRETION OF THE LIBRARY

The Leighton Township Library accepts the service of volunteers with the understanding that such service is at the sole discretion of the library director. Leighton Township Library may at any time and for any reason, decide to terminate the volunteers relationship with the library. The library director should communicate notice of such a decision to the volunteer, in writing, as soon as possible.

#### REPRESENTING THE LEIGHTON TOWNSHIP LIBRARY

Volunteers are not to contact organizations, individuals or other volunteers on behalf of the Leighton Township Library unless authorized to do so by the director. All such contacts shall follow accepted professional practice.

#### CONFIDENTIALITY

Volunteers are responsible for maintaining the confidentiality of all proprietary or privileged information to which they are exposed while serving as a volunteer. Failure to do so may result in disciplinary action up to and including discharge.

#### COPYRIGHT/OWNERSHIP ISSUES.

Material produced by volunteers for the Leighton Township Library including newsletter articles, graphic materials, web page designs, narratives, research, compilations, instructional texts etc., becomes the property of Leighton Township Library upon submission and approval.

#### ENDING YOUR VOLUNTEER ROLE

You may cease volunteering with the Leighton Township Library upon the completion of any volunteer assignment, or when not currently engaged in an assignment. Notice is to be given to the Director.

#### DISMISSAL OF A VOLUNTEER

Volunteers who do not adhere to the policies, rules and procedures of the library or who fail to perform their duties satisfactorily are subject to dismissal. Volunteers will have the opportunity to discuss the reasons for their dismissal with the Director. Grounds for dismissal include but are not limited to: gross misconduct or insubordination; theft of property or misuse of Leighton Township Library materials; abuse or mistreatment of patrons, staff or other volunteers.

THE LEIGHTON TOWNSHIP LIBRARY  
VOLUNTEER CODE OF CONDUCT  
AND CONFIDENTIALITY AGREEMENT

As a volunteer, I agree to follow the Leighton Township Library Volunteer Code of Conduct. I will utilize safe, appropriate and responsible volunteer behavior by doing the following:

- Signing in and out of the library volunteer binder.
- Being patient and kind and modeling positive behaviors at all times.
- Using respectful, encouraging and appropriate language when speaking with staff and patrons.
- Being prompt, reliable and conscientious.
- Respecting the activities for which I am responsible, as outlined by the Leighton Township Library staff.
- Following established disciplinary policies and procedures consistently which means that patron rules apply to volunteers too!
- Turning off my cell phone or pager so that it is evident that I truly am present and working on my volunteer project for the library.
- Respecting the privacy of all patrons and staff members.
- Keeping observations, experiences and information confidential.
- Understanding that younger siblings/children MAY NOT be included when I am volunteering due to liability and so that I may devote quality time to the library without distraction to myself, library staff, or library patrons.

I hereby waive any claims against, indemnify, and hold harmless the Leighton Township Library, its respective officers, directors, employees, sponsors, representatives and volunteers from any and all liability including attorney fees that may result from illness, personal injury, property damage, or wrong doing resulting from Leighton Township Library's volunteer program.

Name (print) \_\_\_\_\_

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

## PURCHASING

(Proposed 4-20-2009, Approved 5-18-2009)

The director shall be authorized to make purchases for all individual items where the cost is under or including \$300.

For purchases where the cost of the individual item is over \$300 but under \$5,000, the director shall obtain the approval of the Leighton Township Library Board.

For purchases where the cost of the individual item is over or including \$5,000, or for contracted services where the cost over or including \$5,000, the Director shall solicit competitive bids and submit the same to the Leighton Township Library Board. If deemed necessary by the board, request for bids will be posted at the Leighton Township Library, at the Leighton Township Hall, and in appropriate newspaper(s).

All bids may be rejected at the discretion of the Leighton Township Library Board. The board is not required to accept the lowest bid. Contracts for service may be renewed for an additional three years, without going through the bidding process, at the discretion of the Leighton Township Library Board, after which time the bid process will take place. Irregularities in the bid process may be waived if it is in the interest of the Leighton Township Library to do so. The Leighton Township Library reserves the right to cancel any contract if the board is dissatisfied for any reason.