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# **By-Laws**

## **Salem Township Library**

### **Board of Trustees**

#### **Mission Statement**

Building a community of people who discover, share and belong.

#### **Vision Statement**

- Inspire Curiosity
- Foster Community
- Ignite Imaginations
- Cultivate Learning

#### **Core Values**

We work hard to stay on TRACK:

**Teamwork:** Above all, we're a team. That means we show up for each other and work hard; because the impact we have is always greater when we work together.

**Respect:** We act with empathy, honesty, transparency, and integrity. We treat everyone who walks through the door as another member of the family.

**Access:** We work hard to ensure everyone gets the information and help they need, no matter the limitations.

**Curiosity:** We strive to inspire and support lifelong-learning, literacy, creativity and cultural expression.

**Kindness:** People are the heart of everything we do. We take joy in putting others first and serving them with a smile.

## **Article I: Membership**

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

## **Article II: Officers**

Section 1: The officers shall be a President, Secretary and Treasurer, elected by the Trustees at the December meeting of the Board. The Treasurer shall be bonded. In case of absence of the President the Secretary shall preside.

## **Article III: Meeting**

Section 1: The regular meetings shall be held the third Thursday of January, March, May, June, September, and November. Meetings begin at 6:00 p. m. at the Salem Township Library, or designated location.

Section 2: The annual budget and yearly report shall be adopted at the regular meeting in June 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 Agenda
- Approval of Minutes
- Treasurer's Report
- Public Comment
- Library Statistics Report
- Professional Development Report
- Library business
- Adjournment

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

#### **Article IV: Library Director & Staff**

The Board shall appoint a Head Librarian with appropriate professional and personal qualifications who shall be the administrative officer for the Board.

The Library Director shall be responsible to the Board for:

1. Carrying out its policies.
2. Specifying duties of other employees and recommending persons for appointment
3. Supervision & hiring 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.

#### **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.

*All policies here within shall be reviewed and revised to be consistent with the objectives of the Library.*

*Articles I - VI Reviewed and amended where needed by Library Board on November 18, 2021*

## **Animals in the Library Policy**

Adopted November 15, 2018

The library does not allow patrons to bring their pets into the library. We do however allow service animals in the library. The ADA defines a service animal as a guide dog, signal dog or other animal individually trained to provide assistance to a person with a disability. Service dogs must be harnessed, leashed or tethered, unless the device interferes with the service dog's work. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Emotional support animals, comfort animals and therapy dogs are not service animals under Title II and Title III of the ADA. Therefore, they will not be allowed in the library.

## **Bill Authorizations for Payment Policy**

Adopted September 20, 2007

The Library director is hereby authorized to approve for payment all bills for the Library's budget. The library director shall report each and every bill paid at the regular meetings for the Library Board. The director of the library (or in the absence of a director the board president) shall be authorized to procure eligible services and/or equipment on behalf of the library.

## **Bulletin Board Policy**

Adopted March 15, 2007

Bulletin board materials may be submitted for posting by non-profit organizations for civic, educational, or cultural purposes. Limited space allows only short-term notices. Each item posted must be dated. The Library will not be responsible for returning materials.

## **Circulation Policy**

Adopted March 14, 2002

Books are to be loaned for three weeks and may only be renewed one time. Magazines circulate for one week with a limit of 10 magazines. Our audio books have a three-week loan period with no charge for use. DVD's will circulate for one week, and there will be a \$1.00 rental charge. Magazines and DVD'S are not to be renewed.

Overdue fines are \$.15 per day for most circulated items. DVD'S will have a \$1.00 fine per day. Maximum fines are \$4.95 for most returned items. However, the maximum fine is \$10.00 on reference material and DVD'S.

If a book is damaged but the librarian decides it can be repaired and circulated, a small charge can be levied. If a book is defaced beyond repair, the patron will be charged the cost of the book, as stated on the computer.

If a book is lost, the patron will be charged the cost of the book as recorded on the computer. Patrons may not purchase a replacement item instead of paying the charge of the lost item. If audio or DVD cases are lost or damaged, a fee will be charged.

Each library will send or call patrons regarding overdue notices and bills for books that are overdue. These are generated by the computer and sent out by the Lakeland staff. Before sending these notices to our patrons, the shelves should be checked to determine that the book is indeed not in the library. (If the book is on the shelf, it should be checked in and fines waived, or backdated to due date and checked in) When calling patrons for overdue items staff should not renew items unless the patron asked specifically for the renewal.

If a patron has fines on their card from another library, they must be advised of the fines upon checkout; if they pay, the money will remain at the library it was paid. However, if the money paid is for book replacement, the money must be sent to the owning library. This money should first be deposited into the library's checking account, and then a check will be written to the owning library upon receiving a bill.

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

Free black and white copies (up to 5), may be made for elementary, Jr. High & high school students of reference materials for school reports. This should be done at discretion of the librarian).

### **Issuing Library Cards**

The Salem Township Library will issue library cards to new patrons according to service area, which is determined by a patron's home address. Our library, as of 3/2010 no longer issues temporary cards. A patron is considered "new" if he/she has never had a library card, or if he/she has recently moved to a new service area. If a library card is lost or damaged, a \$1.00 fee will be charged to replace it. Worn barcodes will be replaced at no charge.

### **Checking out Materials**

In order for a patron to check out materials, he/she must have a valid library card from a Lakeland Library Cooperative member library. Patrons must present their library card at the time of checkout. Checkout may then proceed, provided the patron has no delinquencies on his/her card. Items may not be checked out to a patron prior to them coming to the library, unless otherwise noted by the Director.

### **Hold Shelf Items**

Items being held for patrons at the library must be picked up within seven business days. After seven days, items will be checked back in for circulation. Extenuating circumstances (ie, medical emergency or vehicle malfunction) may allow for a one day extension granted by the Assistant Director.

### **Renewals**

Our materials may be renewed one time for 3 weeks. There are no renewals on our magazines.

### **Unique Management Services**

Patrons who incur charges over \$40.00 will be sent to Unique Management Collection Services. There will be a charge of \$8.95 for their services and a block will be placed on the patron's account. All charges must be paid in full before borrowing privileges can be reinstated. No new library cards will be issued while a patron is in collection.

### **Suspension of Borrowing Privileges**

Borrowing privileges for any patron will be suspended when:

1. fines reach a level of \$3.00 or more
2. a patron has any bills attached to his/her records.

Borrowing Privileges will be reinstated when:

1. fines are paid in full
2. bills are paid in full.

# **Computer Internet & Wireless Policy**

Adopted November 15, 2007

## **Public Internet Access and Computer Procedures:**

You must sign in and out if you wish to use a public access computer station. Please fill in the time you sign in, your name, and the time you sign out.

Signing in to use a computer station implies that the user agrees to comply with the Library's Internet Use Policy.

Two or more patrons may use the same computer station if their behavior does not disturb those around them.

No food or drink is permitted at the computer stations.

By signing the sign-in sheet, patrons confirm that they have read, understand and will abide by the above policy of the Salem Township Library.

Failure to follow any of these rules and this policy will result in the loss of all computer privileges.

## **Internet Access**

The Internet, a world-wide network of computer networks, is an essential medium for obtaining and transmitting information of all types.

However, as an unregulated medium, the Internet also provides access to information that is inaccurate, illegal or that some may find offensive or disturbing. The Library will identify on its web site specific Internet sites that have potential interest for Library users, but the Library cannot control a user's access to other Internet resources.

## **Responsibilities of Library Staff and Users**

Library staff does not and will not monitor a user's Internet use, except for length of use in order to ensure equal opportunity of access for everyone. The user, or the parent or guardian of a minor, is responsible for his or her Internet session at all times.

The Library reserves the right to terminate an Internet session that disrupts Library services or that involves user behavior that violates the Library's policies.

Because Internet filtering software has serious limitations, blocking Constitutionally-protected materials in some cases and permitting access to illegal materials in others, the Library does not employ filtering software. It is the responsibility of the individual user to select appropriate sites for his/her own use.

The Library does not act in loco parentis (in place of the parent) and does not restrict Internet access based on the age of the user. As with all Library resources, the library affirms the right and responsibility of parents/guardians, NOT library staff, to determine and monitor their minor children's use of the Internet, including the use of e-mail and chat rooms. Parents are responsible for their minor children's use of the Library's resources and facilities. Any parents who believe that their children cannot responsibly use the Library's Internet access are requested to monitor their children's Internet use. (In this policy a minor is defined as anyone under the age of 16 years.)

Parents/guardians are encouraged to consider the following suggestions:

- Use the Internet with your children.
- Tell your children which sites are/are not appropriate for their use.
- Provide your children with guidelines about the amount of time they may spend online.
- Instruct your children NEVER to give out personal information about themselves or others (e.g., name, age, address, phone number, Social Security number, credit card number, passwords, etc.) online.
- Instruct your children NEVER to arrange a face-to-face meeting with someone they have "met" online without your permission.
- Teach your children to be critical Internet users, considering the source, date and accuracy of Internet information.

### **Disclaimers**

While the Library tries to provide access to information of the highest quality, the Library specifically denies any claim as to the information's accuracy, timeliness, authoritativeness, usefulness or fitness for a particular purpose.

The Library will have no liability for direct, indirect or consequential damages related to the use of information accessed through the Library's Internet service.

Since software and information downloaded from any sources, including the Internet, may contain computer viruses, users are advised to utilize virus checking software on their home computers. The Library is not responsible for damage to users' home computers or for any loss of data, damage or liability that may occur from use of the Library's computers.

The Library does not control the availability of information links, which change rapidly. Not all sources on the Internet provide accurate, complete or current information.

If all the computers are all being used, we will initiate the 30-minute rule with a sign up.

### **Software**

Software downloaded from the Internet computer may contain a virus. The Salem Township Library is not responsible for damage to a patron's USB, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.

You may not save or store any files on the computer's hard drive. Patrons may not attempt to access or open any files and/or programs, which are not available through the present desktop.

### **Print Costs**

Printouts are \$.15 per page for black and white, \$.30 per page for color. This cost applies whether the library's paper is used or a patron brings in their own paper. Patrons are responsible for all printouts they generate and can ask for assistance to avoid unnecessary charges.

### **Unacceptable Uses of Computers**

Among the uses that are considered unacceptable, and which constitute a violation of this policy, are the following:

- Uses that violate the law. Transmitting of offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by law; viewing, transmitting or downloading illegal materials; downloading or transmitting confidential, trade secret information or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, users should assume that all materials are protected unless there is explicit permission on the materials to use them.
- Uses that cause harm to others or damage to their property. Engaging in defamation (harming another's reputation by lies); uploading a worm, virus, "trojan horse," "time bomb" or other harmful form of programming or vandalism; participating in "hacking" activities or any form of unauthorized access to other computers, networks or information systems.
- Uses that jeopardize the security of access of the computer network or other networks on the Internet. Disclosing or sharing the user's password with others; impersonating another user; using one's own software programs on the Library's computers; altering the Library's computer settings; damaging or modifying computer equipment or software.
- Uses that jeopardize the safety or security of minors.
- Viewing materials that are inappropriate in a public space or attempting to view, read or censor material being used by others without their permission.

### **Library Staff Assistance**

Assistance with the Internet will be subject to staff availability. Library staff cannot provide in-depth training, but we may be able to offer searching suggestions and answer questions.

### **Confidentiality of Library Records**

Due to the confidentiality of library records, the Salem Township Library does not reveal information about an individual's Internet use unless compelled to do so under due process of law.

### **Wireless Access**

The Salem Township Library offers free wireless Internet access. The Library's wireless network is unfiltered. By choosing to use this free service, you agree to abide by the policies here within.

Because the Library's wireless network is open and unsecured, it is strongly recommended that you do not use it to transmit personal, financial or legal data. The Library cannot assure the safety of your data and is not responsible for any compromised information. The library will not assume any responsibility for the safety of equipment or for harm done to a wireless device's configurations, security or data files resulting from connection to the Library's wireless service.

Please Note:

- Users are advised not to leave their computer unattended
- The Library makes no guarantees as to compatibility of your equipment with the library's network
- Since the library does not have a wireless printer, users will not have access to the printer through the wireless network
- The Library assumes no responsibility for any damages, direct or indirect arising from the use of the wireless network
- The Library makes no warranties of any kind, whether expressed or implied, for the wireless network
- Wireless connection will be on the same filter system as our public access computers

### **Response to Violations**

The user's access to the Library's computer network and Internet is a privilege, not a right. A user violates this policy by his/her actions or by failing to report any violations by other users that come to the attention of the user. Failure to comply with this policy and its procedures may result in the forfeiture of Library Internet or general Library privileges.

## **Displays and Exhibits Policy**

Adopted March 15, 2007

The Salem Township Library welcomes small exhibits and displays of interest, information, and enlightenment to the community. Displays of handiwork, historical nature, nature study or any other material of general interest may be exhibited. 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. Areas available to the public for displays and exhibits are the glass exhibit case and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library.

## **Donation Policy**

Adopted January 15, 2004

The Salem Township Library welcomes donations of materials or money. The library's material selectors make the final decision on the use or other disposition of the gifts. The library retains unconditional ownership of the gifts. The library reserves the right to decline any conditions placed on the acceptance of the gifts. Gifts not added to the collection will be given to the "Friends Group" for their book sale. The library does not appraise materials nor do they place a value on any donated items. This is the responsibility of the donor. A Donated Materials Acknowledgement letter will be provided to patrons who wish to keep a record of the donation.

## **E-mail Notification Waiver**

Adopted March 14, 2002

It is the policy of the Salem Township Library to preserve the confidentiality and privacy of the circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the Library shall be released or disclosed only as provided for in this policy or as otherwise required by law. Patrons that have signed their e-mail notification request, have also signed a consent to use this avenue.

## **Equipment Policy**

Adopted March 11, 2014

The Salem Township Library reserves the right to authorize the use of library equipment. Office equipment is to be used by the staff only and is not for the general public. A photocopy machine is available. Staff will make copies at a charge of \$.15 per page for black and white copies and \$.30 per page for color copies. School children elementary grades through high school may receive five free black and white copies per day. No free color copies are given. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of the copyright is the responsibility of the copy machine user. A fax machine is available. Staff will send transmittals for patrons. Patrons are charged \$1.00 for the first page and \$.50 for each page thereafter. There is no charge for the cover letter included with faxes.

## **Laptop Policy**

Adopted June 24, 2003

It is the policy of the Salem Township Library not to allow the public to hook-up any laptop or any other tool to give access to our computer information. The reasons behind this policy are for the library/Lakeland Cooperative's own protection.

# **Material Selection Policy**

Adopted February 21, 2018

## **I. Purpose:**

The purpose of the Material Selection Policy is to set broad guidelines in order to assemble, preserve, organize, administer and promote the use of a wide range of communication media and to inform the public about the principles upon which selections are made. These functions are undertaken to further the objectives of the Salem Township Library.

## **II. Definitions:**

The term "Library Materials" means books, magazines, DVDs, CDs or other synonyms as they may occur in the policy having the widest possible meaning. This statement of policy applies to all Library Materials in the collection, including adult, young adult and juvenile. However, this policy and the term "Library Materials" does not apply to Internet sites available through the Library's computers or Internet collection. The Library has no control over the content of the Internet. Please see the Internet Use Policy for any issues related to computer or Internet Use.

The term "selection" refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance.

## **III. Goals of Materials Selection:**

- A. To meet the individual's need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.
- B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.
- C. To support the democratic process by providing materials for the education and enlightenment of the community.
- D. To assist individuals in their pursuit of occupational activity and practical affairs.
- E. To provide diverse recreational experience for individuals and groups.
- F. To assist institutions of formal education with services that will assist individual study.
- G. To maintain Michigan and local history collections.

## **IV. Responsibility for Selection:**

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

## **V. General Principles:**

- A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes. Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.
- B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children. The Library respects each individual parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.
- C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

## **VI. Specific Principles for Selection:**

The following principles, individually or collectively, will prevail in the selection of all Library Materials. The total collection will attempt to represent opposing points of view.

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author
- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.

- Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need.
- Collection objectives
- Community relevance
- Audience for material

### **VII. Gifts:**

Acceptance of gifts shall be governed by the same principles and criteria applied to the selection of items for purchase. Gifts of books or other materials which do not comply with the Library's objectives and policies will be refused. No conditions may be imposed relating to any item either prior to or after its acceptance by the Library. All gifts and donated materials (including works of local authors) become the property of the Library. The manner of disposition of any materials which are not added to the collection will be decided by the Library.

### **VIII. Maintenance of the Collection:**

The collection shall be periodically examined for the purpose of eliminating obsolete, damaged, duplicate or unneeded materials, and for binding or repair of materials, in order to maintain a balanced, attractive and useful Library Materials collection.

### **IX. Challenges to Materials:**

No material shall be removed from the Library's collection until all steps in the following process have been completed.

- A. Patrons who object to particular Library Materials must have read, heard or viewed the entire work to have their challenge considered.
- B. Patrons who object to particular Library Materials will be sent to the Director.
- C. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.
- D. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").
- E. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- F. The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the

complainant will be notified in writing by the Library Director that the material will be retained.

- G. A written appeal of the Library Director's decision may be made by the requester to the President of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.
- H. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

**X. Revision of This Policy:**

This policy shall be reviewed and revised to be consistent with the objectives of the Library.

# Patron Code of Conduct

Adopted January 17, 2019

*In order to ensure constructive use of the Salem Township Library facilities, materials and services, as well as the personal comfort of all patrons, the Board of Trustees has established the following code of conduct:*

1. Reasonably quiet and reserved behavior is expected on library property. No patron may disturb or harass other patrons or staff. Unacceptable behavior includes, but is not limited to sleeping, running, horse play, solicitation and committing any act that would violate any State, Federal or local law, ordinance, or regulation.
2. Patrons shall be engaged in activities associated with the use of a public library while on the property. Use of bicycles, rollerblades, scooters, skateboards, or other sports equipment in the library is strictly prohibited.
3. Patrons are required to wear acceptable clothing, including shirts and footwear. Patrons shall maintain a generally acceptable standard of personal hygiene. Library bathrooms are not for personal bathing.
4. Damage to library property or disruption of services including, but not limited to, borrowed material, building, grounds, and media equipment is prohibited.
5. Smoking, eating, drinking of alcoholic beverages and the use of illegal substances are not permitted on library grounds. Eating is only allowed during designated library programs. Non-alcoholic beverages in resealable containers may be consumed on the property. However, all beverages must be clearly visible and identifiable at all times.
6. Use of mobile devices for verbal communication is permissible, only where non-disruptive to library environment, other patrons and staff. Computers, mobile devices, and audio devices may be used with headphones for instructional or recreational purposes without disrupting patrons near them.
7. To prevent possible damage to library property and possible injury to library users and staff, animals are not permitted on any library property, with the exception of service animals and animals that are part of scheduled programs. Patrons with service animals may be asked to provide documentation for them.
8. Patrons are expected to leave the library upon designated closing time.
9. Patrons are expected to adhere to this, all additional library policies, and any directions given to them by library staff.
10. Individuals of all ages are expected to follow these rules. Individuals who violate the Code of Conduct may be banned from the library properties and/or prosecuted to the fullest extent of the law. If a patron is to witness any behavior which breaks these rules, patrons should report these events to staff. Police will be called if necessary.

# Photography and Video Recording in the Library Policy

Adopted March 15, 2007

In support of the library's policies on confidentiality and customer behavior, the following guidelines have been established for photography and video-recording in the library.

## 1. **Photography by Non-Library Staff**

Anyone who wishes to take pictures in the library should notify staff. Pictures of the building and facilities are welcome, but in order to respect the confidentiality and privacy, pictures of library users are not allowed. Photography and video-recording must not disrupt or violate the rights of others. Formal photo sessions or news organizations should contact library administration.

## 2. **Photography by Library Staff**

Release of Photograph and/or Name Form is required

- a. For models: Use the form when taking a posed photo of a library customer. They are acting as a model and need to sign a photo permission form. Example: a family poses with their favorite books for a READ poster.
- b. For Close-ups: A close-up of a particular person(s), individually or from among a large group requires a signed Release of Photograph and/or Name Form. (Example: a close-up photo of a child singing at story time because of the expression on that child's face).

Release of Photograph and/or Name Form Not Required:

- a. For programs held at the library. Group photos do not need to be from the "back-of-head" perspective. In lieu of photo release forms, programmers will need to announce at the beginning of each program that "the library may take pictures for library promotional purposes. Notify staff if you do not want to be photographed."
- b. The following announcement may be used on program publicity materials. "Programs, events and classes are photographed or video-recorded for library promotional purposes. Notify library staff if you prefer not to be photographed."

## **Preferred Vendor Use in Library Business Policy**

Salem Township Library Resolution September 15, 2016

Whereas, in normal day to day business, the Salem Township Library not being a large enough entity to have personnel on staff to take care of day-to-day operations that in services and maintenance, and that would prove not to be cost effective in going out for bid every time or to be time sensitive or may be sensitive in nature for library operations, such as audit and tech services, through this policy the Salem Township Library is choosing to adopt a preferred vendor policy.

Whereas: in staying with the current purchasing policy 11-8-2005 utilized by Salem Township, this policy will allow named vendors that are now employed by Salem Township Library to be put on the preferred vendor list that will be reviewed annually during a budget work session. When a preferred vendor drops from the list, the normal bid process shall take place and that vendor will be put on the list.

Whereas, to follow the normal bidding process for all of Salem Township Libraries needs would prove to be both costly in time and money as some of the sensitive equipment used within the daily operations would have to be relearned over and over again.

Whereas, ... working with Grant Funding causes items not on a preferred vendor list to be put out for bid when you already have a vendor that does your service to existing items within the library or may share services with neighboring libraries.

Therefore, be it resolved that the Salem Township Library shall adopt and approve a preferred vendor list for goods and services in the day-to-day operations of the Salem Township Library.

A motion for this resolution was asked for by: John

Supported by: Sharon

Vote: all ayes

The Salem Township Library Board President declared Resolution 9-15-2016 approved  
(approved or denied)

Library Board Secretary Stacy Smith

Date: 9/15/2016

## **Programming Policy**

Adopted March 15, 2007

A 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. Programming includes such activities as story times, films and activities on no-school days, summer library programs for children and speakers for young adults and book or author discussion groups for adults. The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

## **Public Relations Policy**

Adopted March 15, 2007

Public relations goals of the Salem Township Library are: to promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public, and also to promote active participation in the varied services offered by the library to people of all ages. The Board recognizes that public relations involve every person who has connection with the library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, television, or flyers will be approved by the director. The costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort will come from the advertising budget.

## **Reference Service Policy**

Adopted May 17, 2007

The Library will provide information in the form of short answers to specific questions and guidance in locating materials for patrons who appear in person, call on the telephone, or request information through correspondence. The staff will assist patrons in the use of the library and teach basic research methods when appropriate. The Library will provide verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan. The staff may also refer library users to other agencies and libraries in pursuit of needed information.

## **Refreshments Policy**

Adopted September 20, 2007

The Library may provide beverages – with the exception of red liquids – and/or snacks during staff meetings, Lakeland Library Cooperative meetings and special library programs. Should a staff meeting occur during a lunch or dinner period, the Library may provide a light meal for the participants.

## **Remembrances, Memorials and Recognition Policy**

Adopted September 9, 2007

In order that those who work for the library and those who give the Library the gifts of their time know that all here care about their well-being and celebrate their lives, the Library shall remember and recognize active staff, and Board members in the following manner.

1. Active staff and current Board members who are hospitalized for a serious medical condition shall receive a modestly priced floral bouquet (around \$50.00) to be paid by the Salem Township Library.
2. Active staff and current Board members as well as the spouses or dependent children of active staff and current Board members who die shall be remembered with a moderately priced floral bouquet (around \$85.00) to be paid by the Salem Township Library.

The Library on occasion may acknowledge the gift of time that individuals give to the library. A modest token of appreciation (e.g. gift certificate, floral arrangement) may be given.

## **Social Security Privacy Policy**

Adopted November 17, 2005

In compliance with the Social Security Privacy Act the Salem Township Library will limit access of social security numbers to the director and assistant director. Social Security numbers will be confidential and not disclosed unlawfully. Documents containing social security numbers will be shredded when management use is complete.

## **Volunteer Policy**

Adopted March 15, 2007

Volunteer opportunities offer citizens a way to contribute to the community, fulfill personal goals, achieve a sense of satisfaction, and learn more about the library. Volunteers in turn help the library expand and enrich its services. Volunteers will not be used to replace the work done by paid staff.

Individuals interested in volunteering at the library must have a valid library card and be a patron in good standing. They must meet with the director and fill out an application.

Candidates will be accepted based on the Library's project and programmatic needs. The Library may not accept every volunteer application.

The Library accepts volunteers requiring court-ordered community service at the discretion of the Library Director. The Library will only allow non-violent offenders to do court-ordered volunteer work.

Approved volunteers in good standing may be protected under the liability insurance policy held by the Salem Township Library. Such coverage may only exist while volunteering on behalf of the Salem Township Library under the direction of its staff. Volunteers hereby waive any claims against indemnify, and hold harmless the Salem 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 Salem Township Library's volunteer program.

Volunteers under the age of 18 must have parental approval and cannot work more than four hours per day. Generally, the Library will not accept volunteers under the age of 16. Youth volunteers may not work without direct supervision by a staff member or an adult volunteer who has successfully completed the volunteer application process, including a background check. Volunteers who are family members of Library staff may not be placed under the direct supervision of the family member.

Volunteers are expected to conduct themselves as if employed by the Library and must adhere to the policies and practices established regarding work schedule, attendance, conduct, performance, safety procedures, proper attire, etc. Volunteers can be released from volunteer duties at any time at the discretion of the Library Director.

Tasks that may be performed:

- Shelve books and other materials
- Shelf read and dust shelves
- Clean materials
- Help with programs and projects
- Photocopying, collating, folding, stapling
- label and cover new materials
- Weeding, watering, and picking up litter

Volunteers may not:

- Perform activities that could reveal confidential patron information
- Use the Integrated Library System (ILS)