**Montmorency County Public Libraries**

**Library Policies**

**Adopted: 5/14/13**

**MISSION STATEMENT**

The mission of Montmorency County Public Libraries is to promote and encourage the love of reading and lifelong learning through the offering of diversified materials, innovative programming and community involvement.

**VISION STATEMENT**

We will fulfill our mission by:

* Developing long-range goals to best meet the needs of the people of Montmorency County.
* Delivering a wide spectrum of materials and programming to the people of Montmorency County.
* Working in partnership with area organizations and schools to involve our youth with library programming.
* Working to increase the public’s awareness of our services.
* Meeting the needs of our staff by providing them with a supportive working environment and opportunities for educational development and professional growth.
* Remaining fiscally sound.

**MEETING PROCEDURAL RULES**

Agenda

* Regular meeting agendas shall be prepared by the Director and the Board President and posted in the Atlanta Headquarters the Friday before the scheduled meeting.
* Anyone wishing to place a new matter on the agenda shall notify the Director by 5 p.m. the Thursday before the scheduled meeting.
* The Library Board will only discuss matters on the agenda unless items are added by a unanimous vote of the Board members present.
* An action agenda may be used.

Meetings

* Regular meetings shall be determined at the annual meeting. All meetings will comply with the Open Meetings Act.
* Special meetings may be called at the discretion of the Board President or upon written request of two board members. Eighteen-hour advance notice must be given to board members verbally, by electronic format or by written notice. Special meetings must be posted 18 hours prior to the meeting. The reason for the special meeting shall be stated and no other matters shall be discussed.
* Emergency meetings may be held without complying with the notice requirements in the event that it is necessary to hold a meeting to deal with severe and imminent threat to the health, safety or welfare of the public when we, the board, decide that a delay would be detrimental to the efforts to lessen or respond to the threat.

Order of Business

* Call to Order
* Approval of Agenda
* Approval of Minutes
* Approval of Bills
* Communications
* Public Comment (maximum of 15 minutes total time)
* Committee Reports, when committees have been formed
* Unfinished Business
* New Business
* Director’s Report
* Adjournment.

Meeting Conduct

* The Board President shall conduct and moderate meetings of the board and the Vice President in his / her absence.
* Staff or board members wishing to speak shall first obtain the approval of the President. Those speaking shall address the President. Others present at the meeting shall not speak unless recognized by the President.

Public Comment Guidelines

* Sign in ten minutes prior to meeting and give sign-in card to President.
* Limit of 3 minutes per person for a total of 15 minutes for public comment. If you need more time, please follow the proper procedure to have a matter placed on the agenda.
* If repetition occurs the President may limit comments.

Disorderly Conduct

* The President may call to order anyone who is disorderly by speaking unrecognized, disrupting the meeting, speaking longer than the allotted time, or using vulgarities. Such a person will be seated until the President recognizes him / her.
* If a person is called to order for a second time, he or she will not be permitted to speak again at the same meeting.

**MATERIALS SELECTION POLICY**

The Board of Trustees of the Montmorency County Public Libraries believes that the right to read is an important part of the intellectual freedom that is basic to democracy, and hereby adopts the Library Bill of Rights and the Freedom to Read Statement of the American Library Association

**GIFTS**

The Montmorency County Public Libraries welcomes the interest and involvement of citizens and organizations through contributions of book or non-book materials for collections, appropriate gifts which will enhance the physical environment, and bequests, trusts, or donations of monetary or other assets for library purposes.

1.Monetary gifts may be unrestricted or designated as memorials or tributes. Donors may suggest specific subjects or titles of collection materials to be acquired, or they may suggest specific furniture, equipment or artwork. However, the Director has the right of final selection in order to meet the criteria of the Materials Selection Policy, or space, utilization and design requirements of the library.

2. Donations of books and other library materialsare subject to meeting the criteria of the Materials Selection Policy.

3. Gifts of tangible property, such as furniture, equipment or artwork, must meet space, utilization, compatibility and design requirements of the library. Library staff will not appraise or otherwise put a value on gifts of tangible property.

4. The library will not accept gifts with conditions or restrictions placed on them. Accepted gifts become the sole property of the library.

5. The permanence of gifts cannot be guaranteed. They may be sold, recycled or discarded in whatever manner is of greatest value to the library.

**REFERENCE SERVICES**

The library endeavors to provide the assistance needed by the public to obtain full access to information and library materials. Patrons will be assisted without regard to religion, race, color, national origin, age, sex or physical disability.

**WITHDRAWAL OF MATERIALS**

Materials will be withdrawn from the collection as necessary to maintain the collection in accordance with our materials selection policy and available space.

Withdrawn materials may be offered to other libraries, organizations or institutions, which can make use of them. They may be discarded or sold in used book sales.

**REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS – PROCEDURES:**

A library user who has serious concern about the appropriateness of any library material may request reconsideration of the item in writing. The library’s “request for reconsideration of materials” form will be used.

After the reconsideration form is filled out completely and returned to the library, the following procedures will be initiated:

1. The library director will form a review committee of three members of the community who use the library.

2. The review committee members will read (view, listen to) in full the material under consideration, as well as reviews of the material if possible.

3. Within 2 weeks of the library's receipt of the request, the review committee will meet with the library director and a library trustee to discuss the request for reconsideration and formulate a recommendation for action by the board of trustees.

4. The committee's recommendation will be sent to the board of trustees within 3 days of the committee meeting.

5. The trustees will consider the request for reconsideration and the recommendation from the committee at their next regular meeting. They will make a decision on action to be taken and will notify the petitioner of this decision by letter within one week of the meeting. The decision of the board is final.

**CIRCULATION**

In order to be eligible for borrowing privileges, each library patron shall have a current signed registration form on file in the library.

Each registrant is required to provide a current mailing address. General delivery is not a sufficient address. A valid driver’s license or Michigan ID will be used to verify a new patron’s address.

In the case of a minor, any restrictions placed on the use of the collection are the responsibility of the parent or guardian of such minor.

No registration fees shall be charged.

Materials will be reserved for patrons on a first come, first served basis.

When checking out library materials, if the patron cannot present a library card he/she may be asked for other identification including name and home address.

Each card holder will be considered a probationary patron for the first 60 days that they obtain their library card. During this period a probationary cardholder may borrow up to 5 items at any given time. These 5 items may include a maximum of 2 media items (such as DVD’s, videos, and audio tapes). At the end of 60 days if the patron is in good standing the probationary period will end, if the patron is not in good standing this process will repeat until the patron has been in good standing for 60 days.

**Procedures**:

The standard loan period is 3 weeks for books, 2 weeks for audios, 1 week for videos. Exceptions will be noted in the computer and will be brought to the attention of the person checking out those materials.

A patron may have on request or loan up to 5 Interloan (2 from MelCat) items at a time. Interloan materials are granted a standard loan period from the date of their reception by this library unless stipulated otherwise by the lending library. Reserved materials loan are not renewable, although all other materials loaned by this library are renewable for one period equal to the original loan period. Interloans may or may not be renewed depending on the lending library’s policy. Reserved materials will be held up to 3 days from date of patron notification.

Each cardholder may borrow up to a total of 10 items from the collection on an individual card at any given time. Up to a total of 25 items may be borrowed on a family card at any given time.

**COLLECTION OF OVERDUE MATERIALS**

The signing party, by act of signature, accepts full responsibility for all materials loaned including damage, loss, or non-return.

**Procedures**:

A written overdue notice will be mailed or a phone call made to the cardholder after materials are two (2) weeks overdue. If the materials are not renewed or returned within a 7-day period, it will be assumed that said materials are lost. The patron will be informed of the itemized cost to replace the item(s) in question. When a cumulative maximum of $20.00 in damaged or non-returned items reached, the patron will be informed in writing that his or her borrowing privileges shall be suspended until the itemized materials are returned or full restitution is made.

Books or materials lost or damaged beyond repair will be charged the purchase price as listed in Books in Print or other reliable source. If a replacement cost cannot be determined, the set replacement costs are:

Hardbound book $25.00

Trade paperback 20.00

Mass-market paperback 6.00

Children’s hardcover 15.00

Children’s paperback 4.00

Compact disc / DVD 20.00

Video 20.00

Magazine 4.00 (2.00 for Mylar jacket)

In addition a $5.00 processing fee will be charged for lost items. This fee is waived for Montmorency County Public Libraries card holders.

Late Fines and Fees

Books & Maps 5¢ per day with $5.00 maximum per item

Videos, Audios & Media $1.00 late fee up to 10 days late, then additional 10¢ per day

Theft or non-return or willful damage of library materials is a misdemeanor, an offense punishable by law (Michigan Penal Code, Act 328 of 1931). Legal action may be taken if due notice is given and ignored.

**CONFIDENTIALITY OF LIBRARY RECORDS**

A. **Patron Information & Records**

The governmental or private use of patron registration information constitutes an unwarranted invasion of personal privacy under the Freedom of Information Act. The privacy of patron registration records will be preserved to the fullest extent permitted by law. To this end, the registration records of the library shall be released or disclosed only as provided for herein.

1. Registration records - Personal information (name, address, age, etc.) provided to the library staff will be treated as private and confidential.

2. Notification of library director - Any staff member or volunteer who receives a request or who is served with a subpoena, court order, or other legal process to release or disclose any registration record shall promptly notify the library director.

3. The library director shall, in a timely manner, review all requests and orders, seek legal assistance as necessary and respond in an appropriate manner to each such request and order in accordance with this policy, the Michigan Freedom of Information Act (Act No. 442 of P.A. of 1976, MCLA 15.231 to 15.246) and the Michigan Library Privacy Act (Act No. 455, P.A. 1982, MCLA 397.601 to 397.605, as amended by HB 4146 of 1998).

4. The confidentiality of library records will be preserved to the fullest extent permitted by the law.

**USE OF THE LIBRARY**

Individuals have the right to undisturbed contemplation or study of library materials without interference by other patrons in the library. To guarantee these rights for all persons, all those on library premises must conduct themselves in a manner appropriate for a library.

A. Shoes are required wear in the library. No food or drinks are allowed in unauthorized areas.

B. Limits may be placed on use of the library or library services to individuals or groups, which place excessive demands on the library to the extent that library use or services by the general public are diminished.

C. Use of the library or its services may be denied for due cause, such as failure to pay penalties, stealing of library property, willful destruction of library property, illegal conduct on library premises, viewing of sexually explicit materials or conduct which interferes with normal operation of the library.

**CHILDREN LEFT UNATTENDED IN LIBRARY**

Children under the age of 8 may not be left in the library unattended. A parent or guardian is responsible for a child’s behavior while on library premises. Children ages 8-12 years old may not be left attended for more than 3 hours to the discretion of the librarian on duty.

If it is determined that a child is unattended, a staff person shall try to locate the parent or guardian. When the parent or guardian is located, the staff will inform him or her of library policy.

If the parent or guardian cannot be located within an ½ hour after the child has been determined unattended, or if the library is closing, a staff member may call the police.

**USE OF LIBRARY EQUIPMENT**

Patrons may use the telephone only for brief toll-free calls at the discretion of the staff.

The television and VCR / DVD player may be scheduled for patron use in the library at the discretion of the library staff.

The copier is available under staff supervision to anyone in the community who wishes to copy materials. Violations of copyright are the responsibility of the user. A warning concerning copyright restrictions will be posted at the copier.

Copies from the copier are 20¢ each or 10¢ with patrons own paper. The first 5 printed pages from computer printer are free, remaining pages follow copier prices.

Faxes are 20 cents a page for incoming and outgoing are $1 a page with a maximum fee of $6.

**INTERNET USE POLICY**

In response to advances in technology and the changing needs of the community, the Montmorency County Public Libraries endeavors to develop collections, resources and services that meet the informational, individual and educational needs of a diverse community. It is within this context that the Montmorency County Public Libraries offers access to the Internet.

The Montmorency County Public Libraries does not monitor and has no control over the information available on the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and Library patrons may encounter material that is inaccurate or that they consider offensive. **The library is not responsible for the accuracy of information found on the Internet.**

The Library is mindful and respectful of the rights of patrons, particularly children, not to be inadvertently exposed to material and images they or their parents may find personally unsuitable. Therefore, staff members will request that a patron remove such an image or text from an Internet workstation screen if, in the staff member's judgment, the image or text is displayed in such a way that other patrons, particularly children, cannot avoid viewing it in the course of carrying out their business in the library.

All Internet resources accessible through the Library are provided equally to all adult library users. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

**Parents are advised to supervise their children's Internet sessions and are responsible for their own children’s use of e-mail.**

The State of Michigan requires (Public Act 212, effective October 1, 2000) that the library must restrict information available to minors (age 17 or under) “to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.”

**COMPUTER USE RULES AND PROCEDURES**

Welcome to the Montmorency County Public Libraries public access computer. To maximize computer availability and insure fair accessibility, please follow these rules and procedures.

1. **The library computer** is intended to be used for word processing, personal business, educational games, applications and research. They may be used for e-mail using your private account. **Parents are responsible for their own children’s use of e-mail.**

2. The screen may be visually monitored by staff. Misuse will result in loss of computer privileges.

3. There is a **1-hour** limit on using the computer when others are waiting.

4. The library reserves the right to limit computer use to two people at a time at each station.

5. You may not use your own software programs on the computer. This will help prevent computer viruses that are common on public computers.

6. You may bring your own disk or purchase one at the circulation desk if you wish to save or download files. No files are to be saved on the computer's hard drive. The Library is not responsible for any loss or damage to personal disks when downloading.

7. A printer is available. The first 5 copies are free and the remaining pages are 20¢ each or 10¢ each if you have your own paper. Please pay for prints at the circulation desk.

8. To use a computer, you must have a general understanding of computers and Windows applications. **The Library staff does not have time or expertise to train you in using these programs.** There are tutorials for most of the software loaded in the computer. Guides are available for some programs. Internet trained staff may not always be available.

9. **Library computers may only be used for legal purposes.** Examples of unacceptable purposes include, but are not limited to, the following:

- Harassment of other users or library staff

- 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 copyright-protected material.

- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

- Gambling

10. Minors, children under the age of 18 years old, must have an Internet Permission slip to use the Internet in the absence of a parent or legal guardian.

11.  **When signing to use a computer, you are agreeing to read and abide by these policies and rules. Failure to follow these guidelines may result in the loss of your computer privileges.**

**DISPLAY**

The bulletin board is available as a public service. Materials and exhibits presented do not represent the views of the library board. In the event of controversial issues, all views may be presented.

A. **Bulletin Board**

The library encourages the display of informational bulletins, brochures and posters regarding area educational, cultural and civic events of interest to the community.

Materials to be displayed must meet the following guidelines:

1. Items should be of a reasonable size in the opinion of the librarian.

2. Acceptable materials include fund raising events for the benefit of non-profit organizations, entertainment, and educational courses. Services and merchandize material may be displayed for a period of one month if space allows. Material must be dated and contain contact information.

3. Notices having no specific end date may be displayed for a time determined by the librarian.

4. Library related notices and information have priority at all times.

**COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT**

It is the intent of the library board to comply with the Americans with Disabilities Act of 1990 (ADA), Public Law 101-336, in both employment opportunities and patron services. The library will provide assistance in entering the building and in reaching library materials, and access to special materials such as large type and recorded books.

Modifications to the existing library facility and any future building will be in accordance with the Uniform Accessibility Standard (UFAS) or the Americans with Disabilities Act Accessibility Guidelines (UDAAC).

**MONTMORENCY COUNTY PUBLIC LIBRARIES PROCUREMENT POLICY**

PURCHASING AND BIDDING PROCEDURES

Section 1. Purchasing Agent. The Library Director shall act as the purchasing agent for the library except as otherwise designated by the Library Board of Trustees.

Section 2. Spending Limits. The Board’s approval of the budget authorizes Library expenditures within the budget with the exception of capital outlay purchases over $1,000, which requires the approval of the Board. Any expenditure of $1,000 or more as designated by the Board shall require competitive pricing or bids from prospective bidders and shall be approved by the Board.

Section 3. Requests for Bids. The Director or such other person designated by the Director or the Board shall solicit sealed bids from a reasonable number of qualified prospective bidders. An item or contract for which a solicitation is requested shall be described in detail with printed documents or drawings as may be necessary. Notice of request for bids may be given publication in a newspaper generally circulated in the Library District and by posting in the Library at least ten (10) days prior to the date bids are submitted.

Section 4. Bid Security. Unless otherwise directed by the Board or Federal or State requirements, the Director shall prescribe the amount of any security to be deposited with any bid. Such deposit shall be in the form of cash, certified check, cashier’s check, or bond written by a surety company authorized to do business in the State of Michigan. The amount of such security shall be expressed in terms of a percentage of the total bid submitted.

Section 5. Performance and Payment Bond. Except as set by the Board or Federal or State requirements the Director shall fix the amount of the performance bond for construction contracts and amount of the labor and material; a performance bond is required of the successful bidder. As a minimum, any contract in excess of $25,000.00 shall require that the contractor supply a labor and material performance and payment bond in the amount of at least 25% of the contract or as required by the latest State and federal laws if greater.

Section 6. Bid Opening. Bids shall be opened in public at the time and place designated in the notice requesting bids in the presence of the Director. After examination the bid shall be held until the next Board meeting. After tabulation, the competing bidders may inspect all bids. In lieu of the procedure for the opening of bids herein specified, the Board may direct that the bids be opened at a Board meeting.

Section 7. Contract Award. After such bids are submitted to the Board, if the Board shall find any of the bids to be satisfactory, it shall award the contract to the lowest qualified bidder meeting specifications, unless the Board shall determine that the public interest will be better served by accepting a higher bid. Such award shall be by resolution. The Board shall have the right to reject any and all bids, which do not conform in every respect to the bidding requirements.

All bids and deposits of certified cashier checks might be retained until the contract is awarded and signed. If the successful bidder fails or refuses to enter into the contract awarded to him, or file any bond required within the specified time, the deposit accompanying his bid shall be forfeited to the Library and the Board may, in its discretion, award the contract to another competent bidder meeting specifications. If the Board determines that the public interest shall be served by accepting a higher bid it may do so or re-advertise the contract for bids.

Section 8. Bidding Exclusion. The bidding procedure and requirements provided herein shall not apply to the following:

Any contract for professional services, such as lawyers, accountants, engineers, architects or appraisers, may be exempt from the solicitation of competitive proposals.

In the event of any emergency situation, the Director, with the approval of the Board Chairperson and Treasurer may proceed to make any lawful expenditure without submitting it for competitive pricing or bidding. An “emergency situation” means a condition of event which necessitates any expenditure to protect the public from an immediate danger to the general safety, welfare and well-being of the community; and, in the judgment of the Board Chairperson and Treasurer, it is not reasonably practical to meet the time and other requirements of this bidding policy.

Section 9. Procurement Assurance. The Board of Trustees will follow all Federal and State procurement procedures as designated by the LSCA Title II Grant requirements.

Section 10. Severability. The sections of this procurement policy are declared to be severable, and if any section hereof is declared to be illegal or void for any reason, it shall not affect the remaining provisions of this procurement policy.

**FREEDOM TO READ**

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

We therefore affirm these propositions:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**LIBRARY BILL OF RIGHTS**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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

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

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

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

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

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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

**Request for Reconsideration of Library Resources**

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

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_\_\_\_

Are you making this request on your own behalf? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you making the request on behalf of an organization? If yes, please identify the organization. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Resources on which you are commenting:

\_\_\_\_\_ Book \_\_\_\_\_ Video \_\_\_\_\_ Audiovisual Materials

\_\_\_\_\_ Magazine \_\_\_\_\_ Newspaper

\_\_\_\_\_ Electronic Information / network, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_ Other, please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What brought this resource to your attention?
2. Have you examined the entire resource?
3. What concerns have you about the resource? (Use other side or additional pages if necessary.)
4. Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?

Signature of Requestor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date request received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By whom: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Montmorency County Public Library (MCPL)**

**Credit Card Policy**

Adopted July 2009

The purpose of the credit card policy of the MCPL is to facilitate library purchases for the office, made by the director, while maintaining accountability. The policy provides a system of internal controls to ensure that the library complies with all applicable laws.

1. The director will be responsible for the issuance, account monitoring, retrieval and generally for overseeing compliance with the credit card policy.
2. The credit card may be used by the director or a full time librarian, only for goods or services for the official business of the MCPL. Documentation detailing the goods and services purchased must be submitted before payment can be approved.
3. The director is responsible for the protection of the credit card and shall immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The director must immediately surrender the credit card upon leaving the employ of the library.
5. MCPL will use disciplinary measures consistent with current law for unauthorized use.

1. The balance due on the credit card account shall be paid within 60 days of the statement date. MCPL accepts full responsibility for the debt incurred on the credit card. The total authorized credit limit for the credit card issued to the library shall not exceed $5,000 or the amounts authorized annually at the Board’s December meeting.
2. Any benefits derived from the use of the credit cards shall be the property of the MCPL.

**Procedure for ordering goods or services with a credit card:**

1. A library employee will generate an order for supplies, materials, or equipment, registration for continuing education workshops or conferences, lodging, air and ground transportation. If there is not a pre-printed form, the employee will generate an order form, complete with vendor information, item description and quantities, and have that approved by the Director.

1. The credit card will be kept by the director and used when traveling on library business to use for meals, lodging costs, consistent with the travel expenses policy. All original charge slips must be given to the Director and attached to the credit card bill when it arrives.
2. The credit card bill will be included in the list of bills generated each month and available for review by the MCPL Board of Trustees at the regular meetings.