

# Grant Area District Library Policy Manual

122 S. Elder Street  
Grant, MI 49327  
(231)834-5713  
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[www.grantlibrary.net](http://www.grantlibrary.net)

Revised and approved at a meeting of the Board of Trustees on March 16, 2010  
Additional revisions approved 12/28/10

## Library Hours of Operation

Sunday	CLOSED
Monday	9:30 - 5:00 PM
Tuesday	12:00 - 8:00 PM
Wednesday	9:30 - 5:00 PM
Thursday	12:00 - 8:00 PM
Friday	9:30 - 5:00 PM
Saturday	9:30 - 1:00 PM

# Library Organization

## Organization

The Grant Area District Library was established as a district library on December 4, 2000 by agreement between the City of Grant, the Township of Grant, the Township of Ashland, and the Grant Public Schools (according to MCL 397.171 et seq.). It was formerly established as the Grant Public Library on June 7, 1927.

## Administration

### Board of Trustees

The library board shall consist of 8 members appointed as follows:

- 2 members from the City of Grant
- 2 members from Ashland Township
- 2 members from Grant Township
- 2 members from Grant Public Schools

Members of the Board shall serve terms of 4 years.

### Board Meetings

Meeting dates and times will be decided by the Board. To constitute a quorum, there must be at least 5 Trustees present. In the absence of a quorum, the Board may take such action as deemed necessary (subject to approval of the Board).

Special meetings may be called by the president or designee.

### Library Director

The library director is the administrative office of the institution. The director acts in the capacity of a professional expert to the library board by recommending programs, policies, and changes. It is the director's responsibility to carry out the policies and decisions of the board. The annual budget is prepared by the director and submitted the board for review, discussion, and final adoption. Expenditure of library funds is the responsibility of the director, under the approval and guidelines of the board.

The director is in charge of personnel, including the assignment (or reassignment) of duties, establishment of service standards, staff supervision, and staff development.

### Financial Procedures

- The fiscal year of the library shall be July 1 to June 30.
- The library director must approve all bills prior to payment.
- All expenses must be approved by the Board each month, with prior approval for anticipated expenditures over \$500.

# Library Mission

## Mission Statement

The mission of the Grant Area District Library is to provide quality materials and services that allow and encourage access to information that meets the educational, cultural, and recreational needs of the community in an atmosphere that is both welcoming and professional.

## The Goals of the Grant Area District Library

1. To serve all residents of the community.
2. To acquire and make available such books, periodicals, music, movies, and other services that will address the community's need to
  - Become informed
  - Locate answers to important questions
  - Cultivate imaginative and creative expressions
  - Develop skills for career and vocational advancement
  - Enjoy leisure by means of reading and other forms of media services.
3. To acquire the means to provide the most frequently requested materials locally and upon demand.
4. To maintain a program of services which locates information, guides reading, organizes and interprets materials for people of various backgrounds and abilities, and stimulates thinking and intellectual development in individuals of any age.
5. To strive constantly to discover new methods and improvements for better services for the library's patrons.
6. To review regularly these goals and, if necessary, revise them in the light of new developments.

## Whom we serve

The library will serve all residents of the community and the district library system area as well as those belonging to Lakeland Library Cooperative member libraries. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

The use of the library may be denied for due cause. Such causes may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

# Library Auxiliary Services

## Local History Room

Our mission is to collect and preserve old and current materials pertaining to the history of the Grant Area for use in meeting the research, educational, and recreation needs of its patrons and to collect significant county-wide and statewide reference works as well as genealogical sources and family histories pertaining to the Grant area.

1. The purpose of the Local History Room is to acquire and preserve historical materials related to the greater Grant area and to assist people with access to the resources held by the Grant Area District Library.
2. The Committee shall meet at least once yearly.
3. The staff member in charge of the Genealogy Department shall be considered the Chairperson of the committee and will supervise the members.
4. There shall be a report to the Board of Trustees annually.
5. The Committee shall be responsible for acquiring, organizing, and making available materials that are appropriate for preserving historical information.
6. People who wish to visit the Local History Room shall sign in at the Circulation Desk.
7. Children will not be admitted to the Local History Room unless accompanied by a responsible adult or unless they have permission from the library staff.
8. The Committee shall have access to the display case in the entrance area for exhibits.
9. The Committee may conduct programs of community interest.
10. The activities of the Local History Committee may be funded by dedicated monies appropriated by the Library Board or donations and fundraising events.
11. Use of the public computer in the Local History Room is restricted to historical and genealogical research only. Other internet research may be conducted at our computer area. Use of the Local History Room computer is limited to 60 minutes but may be extended.

Adopted: May 17, 2004

Revised March 16, 2010

## Friends of the Library

1. The Friends of the Library shall be organized to assist the Library Director and the Library Board in promoting the Grant Area District Library and assisting with various programs as requested.
2. The group shall elect officers, meet on a regular basis, and maintain their own financial account.
3. The Friends of the Library may collect membership dues to be used to support programs.
4. Membership is open to anyone who wishes to support the Grant Area District Library.
5. At least one Library Board member will serve as a liaison to the Friends of the Library and report on their activities at the monthly meeting of the Board as a whole. .

Adopted: May 17, 2004

# Collection Development

## Statement of Collection

The Grant Library collection consists of approximately 37,000 volumes, including hundreds of CDs, CD-ROMs, periodicals, and videos, as well as DVDs.

## Community Analysis

The Grant Library's service area is comprised of a population of roughly 8,000. Our library cooperates with other libraries in the Lakeland Library Cooperative in sharing resources with 78 other libraries through reciprocal borrowing privileges, interlibrary loan, and a shared catalog system.

## Material Selection

1. The ultimate responsibility for selection of library materials rests with the Library Director.
2. The Grant Area District Library has adopted the American Library Association's "Bill of Rights" (Appendix 1) and their statement "The Freedom to Read" (Appendix 2).
3. Criteria for selection: Individual merit of each item, popular appeal/demand, suitability of material for the intended audience, existing library holdings, and budget.
4. Selection will be made to assure that in the library there will be materials needed by adults in their pursuit of further informal education and of self-realization; materials needed by children and young people to further their growth toward creative maturity; information and printed sources of services to various fields of interest; a reservoir of state and local history; and a collection of a general recreational nature.
5. Works will generally not be excluded based solely on coarse language or subject content if they offer redeeming values such as honest subject coverage of pertinent issues.
6. It is the duty of the library in the interest of intellectual freedom and awareness of other beliefs, cultures, races, and lifestyles to provide materials which will enable the patron to make decisions about controversial subjects. The library will provide argumentative works representing several viewpoints toward such subjects whenever it is possible. Only the largest libraries can hope to represent every point of view; however, every effort will be made to attain a representation of a variety of ideas and schools of thought.
7. Because it is impossible to read every book considered for purchase by the library, standard library selection aids will be used as a guide in evaluation.

## Gifts/Donations

The Grant Area District Library encourages and accepts monetary gifts, as well as donated materials, to enhance and support library services with limitations that protect the interests of the library and the donor. These gifts help enrich and improve public library resources.

## **Books and other circulating materials**

- The library accepts books and other materials provided that no conditions are placed by the donor on their use by the library.
- The library shall be free to keep those materials, which are of value to the library collection and to discard, sell, or trade materials that are duplicated, out of date, or in poor physical condition.
- Used books and paperbacks can often be used in the library's collection. Items not needed by the library are sold at a book sale sponsored by the Friends of the Library.
- Materials that are donated and added to the library's collection shall be in compliance with the collection development policy and consistent with the mission of the Grant Area District Library.
- Donors who wish to contribute books and other circulating materials to the library's inventory will be asked to complete a Donated Materials Form.
- The library staff does not appraise the value of books or other materials. The acceptance of a gift, which has been appraised by a third party, does not imply an endorsement of the appraisal.
- Memorial books or other library materials may be donated in honor of a friend or relative and will be marked with a special bookplate.

## **Cash Donations**

- Cash donations will be accepted on the condition that if a use is stipulated by the donor, it is consistent with the objectives of the library.
- Cash gifts may be solicited by the library board for specific projects.

## **Unsolicited items**

- The library board is not obligated to accept any unsolicited item.
- Unsolicited items, which are not appropriate for the library facility, for which there is no need or that would not enhance the facility or services may be rejected.

Donations of cash or materials to the Grant Area District Library are a valid state and/or federal income tax deduction. Donors wishing documentation of their gift will receive a dated receipt. In the event of a tax audit, the burden of proof of the claimed value rests with the donor.

## **Appraisals**

*(Taken from Association of College and Research Libraries)*

- The appraisal of a gift to a library for tax purposes is the responsibility of the donor since it is the donor who requires the appraisal, and since the U.S. Internal Revenue Service does not accept the opinion of libraries as an accurate appraisal.
- The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.
- The acceptance of a gift appraised by a third party does not in any way imply an endorsement of the appraisal by the library.
- The cost of the appraisal should be borne by the donor, and is in itself a tax-deductible item.
- The library will give a receipt for any gift, at the donor's request.
- The library cannot appraise items for a private owner. It should refer the owner to such sources as auction records and dealers' catalogs and suggest the name of appropriate experts who might be consulted.

## **Complaints and Reconsideration of Materials**

The Grant Area District Library is fully committed to the free exchange of ideas, therefore, it is not our habit to remove “controversial” materials without good reason. Patrons who have a complaint about materials will be asked to fill out the “Reconsideration of Materials” form (Appendix 3) which will be reviewed by the Director and the Board.

## **Withdrawal of Materials**

Periodically, the Library Director will undertake an evaluation of the collection. Materials in the collection that no longer serve a useful purpose to patrons will be withdrawn and disposed of in a manner deemed appropriate by the Library Director.

## **Receipt of Material Gifts (furniture, art, or collections)**

- No item of tangible personal property may be transferred to the library or accepted by the library or an affiliated organization on behalf of the library unless authorized by the Library Board or their designee, the Library Director. This shall extend to items that may be loaned to the library for temporary, indeterminate or permanent use. Donations not adhering to this procedure shall be rejected.
- Gifts for display or decorative purposes may be received, utilized for these purposes and/or disposed of as necessary according to the needs of the library.
- Before gifts or loans of tangible property may be considered for acceptance, the Director and/or the Director’s designee will review the potential gift or loan. All gifts and loans accepted will be received with no explicit or implicit statement or promise of long-term retention. Only the Library Board or the Library Director may authorize exception to this procedure.



## Appendix 1

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

Adopted June 18, 1948

Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council

## Appendix 2

## The Freedom to Read

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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

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

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

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

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

faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

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 or unpopular with 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 any 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.

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.

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

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.

## Request for Reconsideration of Materials

If you wish to recommend the removal of an item from the collection, please answer the following questions:

1. Author: \_\_\_\_\_
2. Title: \_\_\_\_\_
3. How was the item brought to your attention? \_\_\_\_\_  
\_\_\_\_\_
4. Do you know what literary critics and reviewers think of this item?  
Yes \_\_\_\_\_ No \_\_\_\_\_
5. Have you read the whole book/watched the whole film? Yes \_\_\_\_ No \_\_\_\_\_
6. Are you objecting to the entire item? \_\_\_\_\_
7. What, in your opinion, is the theme of this item? \_\_\_\_\_
8. What is your objection to the item? Be specific, cite pages or scenes.  
\_\_\_\_\_  
\_\_\_\_\_
9. In what section of the library is the item shelved?  
Adult \_\_\_\_\_ Young Adult \_\_\_\_\_ Juvenile \_\_\_\_\_
10. What do you feel might be the result of reading this book/viewing this film?  
\_\_\_\_\_  
\_\_\_\_\_
11. If the item were removed from the library, what item would you recommend to replace it? \_\_\_\_\_  
\_\_\_\_\_

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

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

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## Appendix 4

# Copyright Law

## Warning Concerning Copyright Restrictions

The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. Under certain conditions specific in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research”. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “Fair Use”, that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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**Donation Receipt**

The Grant Area District Library is pleased to accept your donated item(s). All gifts become the property of the Library and will be evaluated and handled in the same manner as purchased items. No conditional terms of acceptance are permitted. The Library shall be free to keep items which are of value to the Library and to sell, trade, or otherwise dispose of items for which there is no need, or that would not enhance the facility or services. Materials added to the Library will be integrated into the collection. No special shelves or sections shall be designated. When materials are inappropriate for the Library's collection, they will be discarded in the same manner as withdrawn Library materials. If you have questions, please refer to the Gift/Donation Policy.

Thank you for donating to the Grant Area District Library

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**I have read the above policy statement and agree that my donation listed below shall become the property of the Grant Area District Library.**

Donor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please complete all information below. Please print.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Items donated:

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

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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**THIS IS A RECEIPT  
YOUR DONATION MAY QUALIFY AS A CHARITABLE DONATION FOR FEDERAL AND/OR  
STATE INCOME TAX PURPOSES**

## **Library Patron Policies:**

### **Library Cards**

To obtain a Grant Area District Library card, you must:

- Be a resident of the Grant Library District area
- Have a valid driver's license or state I.D. showing current address.

Children under 18 years of age must have a parent/guardian with current ID and in good standing with the library to obtain a library card. This allows children to choose and check out materials but parents are responsible for any loss or damage to materials.

### **Lost Library cards**

Patrons are responsible for any and all materials checked out on their card unless they have reported the card lost. Replacement costs are \$5.00 plus any existing fines on old cards for adults (18 and older) and \$3.00 plus existing fines for children.

### **Non-resident cards**

The Grant Area District Library does not issue non-resident library cards as of July 1, 2011. Individuals residing outside of the district but owning property in the Grant Area District Library service boundaries may be eligible for a library card upon presenting their property tax statement showing the address of that property. See Lakeland Non-Resident Policies.

### **Lending Policies**

Library cards must be present for checking out materials. Materials will not be checked out under anyone's name without their card being present.

All books, audio books, CD-ROMS, and music CDs are checked out for a three week period. Items can be renewed one time for an additional three weeks if no other patrons have placed it on hold and it is not an Express item. They can be renewed by phone, in person or online.

Reference materials and some special collections may not be checked out.

In the event an item is returned late, the fee is \$.15 per day.

Lakeland Library Cooperative allows a maximum of 100 items checked out per library card. Maximum 25 CD's to be checked out per library card. EXCEPTION: Holiday books in season are limited to 5 per patron for a 1 week loan.

The library also has many videos and DVDs available for our patrons for a one week loan.



Entertainment DVDs are \$1.00 for a one week rental with \$1.00 per day late fee.

All videos and informational DVDs are loaned free of charge with a \$.15 per day late fee.

The library subscribes to a wide variety of magazines. Current issues are available to read in our Periodical Room. Back issues are loaned for one week with a \$.15 per day late fee.

The Grand Rapids Press, Muskegon Chronicle and Times Indicator are also available for patrons to read.

Grant Area District Library is a member of the Lakeland Library Cooperative. Our patrons are able to access the materials from 78 other libraries through borrowing privileges, interlibrary loan, and a shared catalog system

## **Return of Books/materials**

Materials checked out from the Grant Area District Library may be returned at the circulation desk in the library or the book drop outside of the library.

Notice: Materials checked out on a patron's card are their responsibility until they are checked in by the library staff.

## **Renewing books**

All materials may be renewed one time if no holds have been placed on them. Renewals can be done by phone, in person or online.

## **Interlibrary loans and Holds**

Our catalog lists materials from 78 Lakeland Library Cooperative member libraries; books may be borrowed from these libraries at no charge. Library staff or the patron can place holds at the library or via the library website. Arrangements may also be made to have materials shipped to the GADL. This process typically takes 1-2 weeks. All interlibrary loan materials must be returned to the GADL. New books and AV material are not available for interlibrary loan, but may be placed on hold at the home library if owned. New books and AV may be borrowed from other libraries in the Lakeland Cooperative provided the cardholder returns those items to the location from which they were borrowed.

The Grant Area District Library also participates in MelCat, the Michigan Electronic Library Catalog. MelCat is a statewide interlibrary loan program with over 400 participants including college and university libraries. Patrons with a valid library card may request items through MelCat to be sent to GADL. This includes new materials but not AV materials. These items must be returned to the GADL.

To request materials from another library, patrons must provide the following information:

- Name
- Library card number

- Phone number
- Item requested (title and author)

## **CD-ROMs**

The library will not be held responsible for any damage to any patron's computer system while using the library's circulating CD-ROMs.

The full replacement cost of the CD-ROM will be charged if the disc, or any of the accompanying contents, is lost or damaged. Users must be aware that some products automatically load software or alter existing software. Patrons should consider backing up systems and other files before using these products. Also copyright laws require that library software be deleted from users' hard drives before being returned to the library.

## **Delinquents**

Patrons who have overdue materials or have not paid their fine of \$5.00 will have borrowing privileges suspended until fines are paid, the items returned or restitution made if the item(s) are lost. If materials are lost or destroyed, the maximum fine is the cost of the item. The librarian may use discretion in waiving fines in unusual circumstances.

Circulation staff will notify the patron by mail (email, if requested) when the item is two weeks overdue. The patron will be billed for the cost of the item when it is six weeks overdue.

A Notice of Unresolved Charges will be sent to the patron when an item becomes 42 days overdue.

After item(s) becomes 72 days overdue, patron account will be sent to Collection Agency and the collection fee of \$8.95 will be added to the patron record.

Patrons returning overdue item(s) after receiving collection agency correspondence will be responsible for paying collection agency fees plus all fines and charges.

## **Lost or Damaged Books**

If materials are lost or damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

## **Privacy Policy**

It is the policy of the Grant Area District 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 otherwise required by law. The Michigan Privacy Act states that unless ordered by a court after giving the affected library notice of the request and the opportunity to be heard on the request, a library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record.

## **E-Mail Notification**

E-mail notification of holds and overdue materials is available to patrons. E-mails are sent to patrons when requested materials arrive at the library, when materials are overdue, or for notification of special events at the library. Because of the library's privacy policy as well as the Michigan Privacy Act, the library will not use email to notify patrons without their consent. Therefore, to receive notification by email, patrons are required to sign a waiver to allow the use of their email address for notification. This is done because email is not completely "secure" (in the sense that others may have access to it) and there is a potential that others may see names of materials borrowed or requested. Addresses given to the library will not be divulged, sold, or used for any other purpose.

## **Patron Rules and Responsibilities**

The Grant Area District Library supports the right of all persons to use the Library appropriately with the safety and peace of all in mind. To this end and in order to maintain a clean and comfortable environment for our patrons and employees, the Board of Library Trustees has adopted the following rules for Library use. It is the duty of the Grant Area District Library staff to ensure that these rules and responsibilities are properly enforced so that the Library can be appropriately used by all. Patrons who violate these rules and responsibilities will be subject to penalties.

1. Solicitation of any kind is prohibited on Library property.
2. Library patrons may not molest or willfully annoy another person.
3. No person shall engage in loud or boisterous conduct or create or engage in any disturbance, fight or quarrel that causes or tends to cause a breach of the peace on Library property.
4. No person shall use profane, obscene or injurious language in the presence of another person or that is directed at another person on Library property.
5. Smoking and other use of tobacco products is prohibited on Library property except in designated areas.
6. Unless needed by persons with disabilities or to transport children, wheeled vehicles may not be brought into the Library.
7. No person shall loiter on Library property or remain on Library property after being directed to leave the premises by a Library employee.

8. No person shall trespass on Library property. This includes being in the Library building or on Library property when not open to the public.
9. No person shall damage, alter, deface, meddle with, tamper with, interfere with, disconnect or improperly remove any Library property or any other property not his or her own.
10. No person shall fail to return library materials on time or fail to comply with Library policies or procedures regarding the use of Library materials or services-including computers.
11. No person shall be in a state of intoxication on Library property. No person shall possess or consume any alcoholic beverage on Library property except with the approval of the Director.
12. No person shall enter into or remain in the building unless they are properly attired including but not limited to the wearing of shirt and shoes.
13. No person shall enter into or remain upon Library property when, because of personal hygiene, they interfere with the use of the Library by others.
14. No person shall sleep on Library property. Persons found to be sleeping for a period longer than 10 minutes will be awakened and asked to remain awake or leave the premises.
15. Parent or other adults accompanying minors on Library property are responsible for the behavior of the minors in their care and for assuring that the minors comply with the Library Patron Rules and Responsibilities. Minors may not be left in the Library as a substitute for appropriate child care.
16. No person shall chew gum, eat or drink in the library except in designated areas.
17. The use of cell phones in the Library is prohibited except in the lobby or outside.
18. No person shall violate any local ordinance or state or federal law when on Library property.

**Any person violating any of these rules may be ordered to leave Library property, be denied library services or privileges or be banned from use of any Library property. If conduct which violates these rules is also a violation of the law, prosecution may result.**

## **Unattended Child Policy**

The Grant Area District Library is dedicated to providing a welcoming and safe environment for patrons of all ages. Sharing this environment with other people requires that everyone follow the Patron Rights and Responsibilities policy established by the Board of Trustees.

The Grant Area District Library wants children to use the facilities and services offered for its patrons. Children up to the age of eight (8) must always be accompanied by a parent, legal guardian or assigned caregiver. Children aged eight (8) or under must have the parent/caregiver in the immediate vicinity of and in visual contact with the child. The exception to this rule would be children attending a library program without a parent/caregiver in the room. However, the parent is expected to remain in the library building and immediately join the child at the end of the program.

If a child up to the age of eight (8) is found unattended, the library staff will attempt to locate the parent/caregiver in the library and inform them of the policy. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called by the library staff. If a child in this age group violates the Patron Rights and Responsibilities, the parent/caregiver will be informed of the rules. If any inappropriate behavior continues, the family may be asked to leave the library.

The parent/caregiver, not the library staff, is responsible for the behavior and supervision of their children while using the library. Library employees cannot be responsible for children who are unattended or demonstrating inappropriate behavior while in the library.

If a child under the age of eighteen (18) is unaccompanied at closing time, the library staff may notify police to pick up the child. To ensure the safety of the child, library staff members will wait with him/her until the police assume custody.

Violation of this policy is grounds for suspension of library privileges for the family.

Adopted 11/2006

## **Freedom of Information Act Requests**

The Freedom of Information Act (5 U.S.C.A. Sec. 552) makes information held by governmental bodies available to the public unless it falls under a category of matters exempt from public disclosure. Anyone requesting such information from the library must do so in writing and may pick up the documents or have them mailed to them. Fees for copying documents (1.00/page) and postage will be charged to the FOIA requestor

## **Library Auxiliary Services**

### **Photocopy machine**

There is a charge of twenty cents (.20) per copy.

The library requests that users of copiers comply with Title 17 of the United States Code which sets forth the U.S. copyright law (Appendix 4). It is posted at all necessary areas. Because the library cannot and will not overlook all patrons' copies, we must assume that users are acting in good faith.

### **Fax Machine**

A fee of \$1.00 per page applies (excluding cover page). If a patron is receiving a fax at the library, a fee of \$1.00 per page received applies. A fee of \$5.00 per page applies for international faxes. While the library staff may attempt to notify the recipient of an incoming fax arrival, it is the responsibility of the patron to pick up the fax. Faxes received will be held for two weeks for the patron to pick up and after two weeks they may be destroyed.

### **Reference Questions**

The Grant Area District Library will provide information in the form of short answers to specific questions and guidance in locating materials for patrons who appear in person or call on the telephone. Online reference is available via the library website. Efforts are made to provide an online response within 24 hours.

Library staff will refrain from making judgmental or evaluative comments and should never provide interpretation. Questions pertaining to medical, financial, and legal issues shall not be interpreted by the library. The library can only provide appropriate resources and cannot interpret or give advice.

### **Computers**

Computers are available for patrons to use for both online and offline purposes. Patrons have access for a maximum of 60 minutes per day. Requests for an extension of time may be considered depending upon availability and the needs of the service. The charge for computer printing is .25 per page for black and white and .75 per page for color copy.

### **Internet Use Policy**

A library's mission is to provide free access to information regardless of the medium. The Grant Area District Library (GADL) acknowledges the unique environment the Internet provides for all those interested in discovering more about the world.

The GADL provides access to information on the Internet for all its library patrons. There exists no appropriate means to control the resources offered by the Internet nor the complete understanding of what is on it. There are no safeguards or existing limits on the content of the information. In the absence of a governing apparatus or entity, the ultimate responsibility to search for information on the Internet is to that of the library patron.

The GADL complies with Public Act No. 212 of 2000 in using a filtering program to monitor and restrict obscene material and sexually explicit content from harming minors. No filtering program can guarantee absolute protection for library patrons and minors from questionable material. **The parents or legal guardians are responsible for their minor child's reading, listening, and viewing of library material, including the Internet.**

- Library users may not use their own software programs on the library's computer network. This reduces the probability of exposing the library's entire computer network to a computer virus or worm.
- Internet users must have their own library card or temporary user number (issued at the circulation desk) in order to access the Internet. Use of another's library card to access the Internet is prohibited.
- Use of an Internet computer is limited to a maximum of 60 minutes per day, except during hours of peak demand when it will be limited to 30 minutes.
- Computer use will end 15 minutes before the library closes.
- A fee will be charged for material printed from GADL computers. The charge for computer printing is .25 per page for black and white and .75 per page for color copy.
- **Individuals are responsible for their own choices. Parents and guardians are responsible for the choices of their own minor children.**

GADL's computers cannot be used for:

- Commercial Activity (lawful credit card purchases or orders of items by the user for personal use is permitted)
- Chat rooms or instant messaging
- Sending, receiving or displaying text or graphics which may reasonably be construed as obscene/offensive.
- Disrupting use of the Internet for others. Only one person may occupy an Internet station at a time. There is no room for doubling up on Computers.

**A library patron in violation of these policies in using the Internet will lose their Internet and/or library privileges.**

Adopted by Board 3/15/2005

## Grant Area District Library

### Public Use of Community Room and Study Rooms

#### Policy

What facilities are available?

Grant Area District Library Community Room Capacity 80

Large Study Room Capacity 8

Small Study Room (2) Capacity 3

The Study Rooms may be used as available. There is a limit of 90 minutes per day per request. Exceptions may be considered. Use of the study rooms is limited to the hours the library is open to the public. Rooms are booked on a first come first served basis by the Circulation Desk staff.

All rooms are subject to video surveillance. The library is equipped with surveillance cameras. These help the staff monitor who is in the building and if there are any activities taking place that are inappropriate. Recordings are strictly for the purpose of protecting the staff, the public and the property of the library.

#### **Frequently Asked Questions:**

##### **Who may use the meeting rooms?**

The Community Room and the study rooms in the library are available to individuals, non-profit organizations, and community groups to use for meetings, programs, study and conferences.

The Community Room and study rooms shall not be used for political rallies, partisan events or religious services.

[For Social & Afterhours rental of the Community Room see below.](#)

No attendance or entry fee may be charged.

Individuals, groups or organizations reserving the public meeting rooms assume full responsibility for providing and paying for special accommodations that are required by participants in accordance with the Americans with Disabilities Act.

##### **Library sponsored or co-sponsored programs always take priority.**

Organizations wishing to reserve the room on a weekly basis must be willing to relinquish the room whenever there is a request for other programs or meetings. The library director will make every effort to accommodate as many groups as possible.

Only the Library (or a library group) may sponsor a fund-raising event and **meetings for the exclusive purpose of fund raising by other groups are prohibited.**



Organizations may collect ordinary annual dues or donations or sell miscellaneous items (such as organizations calendar, etc), provided that such activity is incidental to the purpose of the meeting and not a requirement to participate. A fee for supplies may be charged in conjunction with a workshop.

Commercial sales and promotions of businesses are prohibited.□

Use of the public meeting rooms does not imply Library endorsement, and no announcement, press release, flier or other promotion should state **or imply** Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings□□

Groups using the public meeting rooms agree to indemnify and hold harmless the Grant Area District Library, Grant Public Schools, City of Grant, Ashland Township, Grant Township, Bridgeton Township and Ensley Township, its agents and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.

### **How may the meeting room be used?**

Meeting room use **must not** interfere with the normal operation of the Library.

The Community Room is kept locked and the person(s) requesting to use it must check in and out at the Circulation Desk.

If the Community Room is used when the library is closed, group access is limited to the Community Room, lobby and public restrooms. Washrooms facilities are easily accessible. Report any unsuitable conditions or the need for paper products to the library staff.

Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the public meeting rooms for general distribution or left in the Library at the conclusion of the meeting.

Adults bringing children 9 years old and under to a meeting **must** keep the children with them in the assigned meeting room. Children may not sit or play in the lobby or be left unsupervised in the Children's Library.

Groups are responsible for set up and clean up after using the Community Room. There are tables and chairs available for use. The furniture may be configured to your liking, but please leave furnishings as you found them. If extra tables and chairs are taken from storage, they must be returned. The person reserving the room will be responsible for the condition of the room and equipment. Users will be billed for any damage to facilities, furniture or equipment.

Persons attending meetings are subject to all city ordinances, state or federal laws and library policies.

### **Smoking is not permitted anywhere on library property**

#### **Are refreshments permitted?**

Light refreshments may be served. The Community Room has an adjacent kitchen equipped with a full sized refrigerator and a microwave oven. Only meals that have been prepared off site (catered, potluck) may be served in the Community Room.

No alcoholic beverages are allowed.

Red beverages are prohibited.

There is a coffee maker available however, users must supply coffee, filters, cream, sugar, stir sticks, cups and any other paper products.

The kitchen and Community Room must be cleaned upon checkout. When necessary, clean floors, chairs, tables and kitchen. Wipe down all tables and counter tops. Remove and/or dispose of all food particles to keep the area free of pests. Securely bag any garbage and remove from the premises.

### **When may the Community Room be used?**

The Community Room may be used free of charge for non-social events during regular library hours. The Community Room is available to users between the hours of 7 am and 9 pm.

Organizations using the Community Room for meetings, training or other non social events, beginning or ending during library hours will be subject to the following fee scale:

If use of the Community Room outside of regular library hours requires a staff member to provide access to or secure the building, the users will be charged a fee. There is a \$35.00 fee for using the community room for the first two (2) hours during the library's closed hours. An additional fee of \$35.00 will be assessed for every part of an hour of use thereafter. This fee must be paid at the time the room is booked. The fee is refundable if the meeting is canceled within two (2) days of the planned event. If cancellation is not received within the time required, no refund will be permitted. A group using the room for an entire day, requiring staff to open and close the library will result in a \$70.00 fee.

All groups who have not **completely** vacated the premises by the library's closing time will be billed the \$35.00 fee and not be allowed to use the room again until the charge is paid.

### **How are the meeting rooms reserved/scheduled?**

The public meeting room calendar is posted on the library's web site at <http://www.grantlibrary.net>.

The Community Room is available on a first come first served basis.

Reservations may be made in writing on the standard library form or online at least two (2) days prior to the meeting date.

Use of equipment requests should be made in writing on the standard library form or online at the time of making a reservation and be compliant with applicable policies.

Since library events take precedence over other functions, the library reserves the right to change or cancel reservations to accommodate library programs within a reasonable amount of time.

Groups may reserve the Community Room up to 12 months in advance.

The library must be notified of cancellations two (2) working days before the meeting date for the organization to remain in good standing.

Approved by the Board of Trustees 12/19/2006

Effective Date 1/2/2007

Revised: 12/28/2010

**Grant Area District Library**  
**After Hours Community Room Rental**  
**Policy**

What facilities are available?

Grant Area District Library Community Room    Capacity

All rooms are subject to video surveillance. The library is equipped with surveillance cameras. These help the staff monitor who is in the building and if there are any activities taking place that are inappropriate. Recordings are strictly for the purpose of protecting the staff, the public and the property of the library.

**Frequently Asked Questions:**

**Who may use the meeting room?**

The Community Room is available to individuals, non-profit organizations, and community groups to use for meetings, programs, conferences, showers, parties or receptions.

The Community Room shall not be used for political rallies, partisan events or religious services.

No attendance or entry fee may be charged.

Individuals, groups or organizations reserving the public meeting rooms assume full responsibility for providing and paying for special accommodations that are required by participants in accordance with the Americans with Disabilities Act.

**Library sponsored or co-sponsored programs always take priority.**

Only the Library (or a library group) may sponsor a fund-raising event and **meetings for the exclusive purpose of fund raising by other groups are prohibited.**

Organizations may collect ordinary annual dues or donations or sell miscellaneous items (such as organizations calendar, etc), provided that such activity is incidental to the purpose of the meeting and not a requirement to participate. A fee for supplies may be charged in conjunction with a workshop.

Commercial sales and promotions of businesses are prohibited.□

Use of the public meeting room does not imply Library endorsement, and no announcement, press release, flier or other promotion should state **or imply** Library endorsement or sponsorship of the event or the organization. Groups may not use the Library's name or address as their own address or headquarters location or store their property at the Library between meetings□□

Groups using the public meeting rooms agree to indemnify and hold harmless the Grant Area District Library, Grant Public Schools, City of Grant, Ashland Township, Grant Township, Bridgeton Township

and Ensley Township, its agents and representatives, from any and all suits, actions, claims, or demands of any nature arising out of or brought on account of any injuries or damages sustained by any person as a consequence or result of the use of the room, its furnishings or equipment.

### **How may the meeting room be used?**

Meeting room use **must not** interfere with the normal operation of the Library.

The Community Room is kept locked and the person(s) requesting to use it must check in and out at the Circulation Desk.

Access is limited to the Community Room, lobby and public restrooms. The Library will not be open or available to use. Washrooms facilities are easily accessible. Report any unsuitable conditions or the need for paper products to the library staff.

Handouts, pamphlets or other materials may be distributed only to those attending the meeting and may not be placed outside the public meeting room for general distribution or left in the Library at the conclusion of the meeting.

Adults bringing children to a meeting **must** keep the children with them in the assigned meeting room. Children may not sit or play in the lobby or be left unsupervised.

Users are responsible for set up and clean up after using the Community Room. There are tables and chairs available for use. The furniture may be configured to your liking, but please leave furnishings as you found them. If extra tables and chairs are taken from storage, they must be returned. The person reserving the room will be responsible for the condition of the room and equipment. Users will be billed for any damage to facilities, furniture or equipment.

Persons attending meetings are subject to all city ordinances, state or federal laws and library policies.

**Smoking is not permitted anywhere on library property.**

### **Are refreshments permitted?**

Light refreshments may be served. The Community Room has an adjacent kitchen equipped with a full sized refrigerator and a microwave oven. Only meals that have been prepared off site (catered, potluck) may be served in the Community Room.

No alcoholic beverages are allowed.

Red beverages are prohibited.

There is a coffee maker available however, users must supply coffee, filters, cream, sugar, stir sticks, cups and any other paper products.

The kitchen and Community Room must be cleaned upon checkout. When necessary, clean floors, chairs, tables and kitchen. Wipe down all tables and counter tops. Remove and/or dispose of all food particles to keep the area free of pests. Securely bag any garbage and remove from the premises.

### **When may the Community Room be used?**

The Community Room may be rented Monday, Wednesday and Friday 5pm-11pm, Tuesday and Thursday 8pm-11pm, Saturday 3pm-11pm, and Sunday 12pm-6pm.

**How is the meeting room reserved/scheduled?**

The Community Room is available on a first come first served basis.

Reservations may be made in writing on the rental agreement form at least two (2) weeks prior to the date.

Use of equipment requests should be made in writing on the rental agreement form at the time of making a reservation and be compliant with applicable policies. An equipment user fee of \$20 will be added to the rental cost. (Projector/DVD player, PA/CD/Radio)

The deposit is refundable if the library is notified of cancellations one (1) week before the date. If cancellation is not received within the time required, the deposit will be forfeited.

Approved by the Board of Trustees 12/28/2010

Effective Date: 2/1/2011

# Grant Area District Library

## After Hours Community Room Rental Agreement

1. Rental Date: \_\_\_\_\_

2. Time: From \_\_\_\_\_ to \_\_\_\_\_

3. Applicant: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

For Office Use Only

Deposit paid: \_\_\_\_\_  
(date)

Rent: \$ \_\_\_\_\_

Date paid: \_\_\_\_\_

Receipt # \_\_\_\_\_

Room Checked

Before: \_\_\_\_\_

After: \_\_\_\_\_

4. Purpose of Rental: \_\_\_\_\_

5. Equipment Requested (\$20 additional user fee):

Projector/DVD player: \_\_\_\_\_

PA/CD/radio: \_\_\_\_\_

### Note:

1. Rent for Private Organizations/Individuals: \$200 plus \$125 deposit  
Payments may be made payable and remitted to:  
Grant Area District Library 122 Elder, Grant MI 49327
2. Deposit, rental agreement, and Indemnification and Hold Harmless Agreement must be received at the Library Business office in order to reserve the room. "Pencil-in" of rentals in advance is not permitted. Rental payment must be received the day of the event.
3. Area rented is to be cleaned, arranged in the same order as found, and bagged garbage is to be removed from the premises.
4. Deposit will be held pending a check on the condition of the room. If room is left in an unacceptable manner, a cleaning fee will be taken from the deposit up to and including the total deposit based on cleaning and damage repair costs.
5. NO ALCOHOLIC BEVERAGES OR SMOKING IS ALLOWED IN THE LIBRARY BUILDING.
6. Use of the building shall be limited to activities which do not charge admission, offer items for sale, and/or are not intended as money-making endeavors.

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

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

If you have any questions, please call the Library Business Office at 834-5713 ext 105,  
Monday through Thursday, 9:30am – 3:30pm.

# Grant Area District Library

## Meeting Room Reservation

(Please allow 30 minutes for set-up)

Date of Meeting: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

Meeting rooms MUST BE VACATED prior to library closing.

Organizations will be charged \$35.00 each time staff is required to either open and/or close the library.

Name of Organization: \_\_\_\_\_

Contact Person: Name: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Nature and Purpose of Meeting: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_

First time user? \_\_\_\_yes \_\_\_\_no

### ***Please Check Items Needed:***

\_\_\_\_Coffee pot    \_\_\_\_Sound system    \_\_\_\_Easel    \_\_\_\_Podium    \_\_\_\_Projector

**NOTE:** I understand that my organization is financially responsible for the repair of damage to rooms, furnishings and the repair or replacement of any of the equipment listed above that is damaged or missing following this session. I also understand that my organization is responsible to clean up according to the checklist.

I hereby apply for use of the library's meeting room and agree to abide by the policies furnished to me, and to give notice of cancellation within two working days prior to the meeting to the Office Manager.

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

Grant Area District Library

# **CONFIDENTIAL ACCIDENT REPORT**

PREPARED FOR PURPOSES OF CLAIMS AND LITIGATION

DATE \_\_\_\_\_

NAME OF INJURED \_\_\_\_\_ AGE (estimate) \_\_\_\_\_

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

EXACT LOCATION OF ACCIDENT \_\_\_\_\_

DATE AND TIME OF ACCIDENT \_\_\_\_\_

INJURED PERSON'S VERSION OF ACCIDENT \_\_\_\_\_

\_\_\_\_\_

NATURE AND EXTENT OF INJURIES, IF APPARENT \_\_\_\_\_

\_\_\_\_\_

PROPERTY DAMAGE SUSTAINED OR CLAIMED BY INJURED PERSON \_\_\_\_\_

\_\_\_\_\_

DID INJURED PERSON RECEIVE FIRST AID TREATMENT AT THE SCENE? \_\_\_\_\_

FROM WHOM? \_\_\_\_\_ DID INJURED PERSON GO TO THE HOSPITAL

OR DOCTOR? \_\_\_\_\_ IF SO, WHICH? \_\_\_\_\_

WHO DROVE INJURED TO HOSPITAL OR DOCTOR? \_\_\_\_\_

WERE THE POLICE CALLED? \_\_\_\_\_

NAMES AND ADDRESSES OF EYEWITNESSES:

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

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

3. \_\_\_\_\_

DID ANYONE EXAMINE THE SCENE OF THE ACCIDENT? \_\_\_\_\_

DID ANY UNUSUAL OR APPARENTLY UNSAFE CONDITIONS EXIST? \_\_\_\_\_

IF SO, PLEASE DESCRIBE: \_\_\_\_\_

DID YOU OR ANY OTHER STAFF PERSON ON THE SCENE COMMENT ON THE CAUSE OF THE ACCIDENT OR THE EXTENT OF THE INJURIES? \_\_\_\_\_

IF SO, WHAT WAS SAID AND BY WHOM? \_\_\_\_\_

HOW DO YOU THINK THE ACCIDENT HAPPENED? \_\_\_\_\_

\_\_\_\_\_

PLEASE DRAW A DIAGRAM ON THE BACK OF THIS REPORT SHOWING THE EXACT LOCATION OF THE ACCIDENT.

BY \_\_\_\_\_



# Grant Area District Library Strategic Plan 2010

## Embrace...Enhance...Enlighten...Empower

**Mission:** The mission of the Grant Area District Library is to Embrace hearts, enhance opportunities and enlighten minds to empower our community.

### GOALS

#### I. BOARD DEVELOPMENT

Increase board effectiveness, establish direction and set policy with the goal of becoming a more unified, community minded Board to best serve the residents of the Grant Area District Library.

##### STRATEGIES:

1. The Board of Trustees will become more active in Library Fundraising.

##### ACTIVITIES:

- a) Board members will investigate a new memorial brick campaign.
  - b) Board members will make an effort to attend Friends of the Library fundraisers.
  - c) Board members personal memorial contributions to the library can be made through the Endowment Fund.
2. The Board of Trustees will increase their visibility at Library programs and other functions.
3. The Board of Trustees will make an effort to collaborate with the County Library Board of Commissioners and other Newaygo County Library Boards to seek educational and advocacy opportunities.

#### II. LIBRARY COLLECTIONS

The Library will strive to provide materials for all segments and interest of the service population.

### **STRATEGIES:**

1. The Library will investigate ways to strengthen the collection.

### **ACTIVITIES:**

a) Look into collaboration (materials sharing) between Newaygo County Libraries.

2. To continue to enhance the collection with popular items requested by patrons.

### **ACTIVITIES:**

a) Investigate income sources for new formats.

3. To keep the collection in good circulating condition.

### **ACTIVITIES:**

a) Weed the collection in all areas of items no longer in use or in poor condition.

b) Sell deselected items in Friends Books Sale or on-line.

c) Provide adequate shelving for materials.

## **III.FACILITY**

Maintain the Library as an attractive and functional facility.

### **STRATEGIES:**

1. Maintain the grounds of the library building.

### **ACTIVITIES:**

a) Develop an “adopt the library” program as a project for church or other community groups.

b) Create seasonal gardener position to keep flowerbeds free of weeds.

2. Re-Set the bricks in the memorial walkway.

### **ACTIVITIES:**

a) Send a request for a proposal to do this project to local landscapers.

3. Create a warm and more inviting atmosphere in the teen room.

**ACTIVITIES:**

- a) Window treatments
- b) Investigate murals, bulletin boards
- c) Décor above the fireplaces

4. Continue to be environmentally conscious and 'green'.

**ACTIVITIES:**

- a) Install low flow taps on all sinks
- b) Work to decrease water use

**IV. FISCAL MANAGEMENT**

Maintain the fiscal integrity of the Library, investigate funding sources, solicit support and seek opportunities to enhance the Library's financial position.

**STRATEGIES:**

1. Increase legacy gifts to the library.

**ACTIVITIES:**

- a) Design a brochure to be placed at funeral homes and at the front desk.

2. Continue to explore the question of a millage increase.

**ACTIVITIES:**

- a) Continue to monitor local millage results
- b) Develop position papers and literature to increase the current millage by .6 mils.

3. Try to attract more underserved populations to the service area.

**ACTIVITIES:**

- a) Work with Bridgeton, Ensley, and Holton to obtain District agreements

**V. PROGRAMMING AND OUTREACH**

The Library will continue to provide quality programs and services to all residents of the Library district.

**STRATEGIES:**

1. Actively seek opportunities to increase literacy in children.

**ACTIVITIES:**

- a) Kindergarten/first grade 'round up' program to get library cards to students by the age of 7
  - b) Investigate the cost associated with purchasing and designing a special library card for children
2. Continue to provide programming for seniors and adults.

**VI. PUBLIC RELATIONS AND MARKETING**

Increase awareness of the Library's programs and services in the community.

**STRATEGIES:**

1. Continue to seek new outlets for marketing and advertising programs.

**ACTIVITIES:**

- a) Use River Valley Shopper for weekly and monthly program announcements
  - b) Send program flyers via e-mail to those who have signed up for notification.
  - c) Publish a monthly calendar of events
2. Investigate the Fine Arts Center as a possible partner to host large fundraising events.
  3. Continue to collaborate with local businesses, Chambers of Commerce and Newaygo County Libraries.

**VII. STAFF DEVELOPMENT**

Maintain a qualified, service oriented staff.

## **STRATEGIES:**

1. Encourage educational and training opportunities for staff.

### **ACTIVITIES:**

- a) Send new staff to beginner's workshop
- b) Continue to send staff to low cost Lakeland sponsored educational and training programs
- c) Continue to collaborate with other Newaygo County Libraries to develop training of mutual benefit to all staffs

2. Reward and/or acknowledge staff accomplishments.

### **ACTIVITIES:**

- a) Offer pay increases when feasible and appropriate
- b) Recognize special events and achievements with public acknowledgement in newspapers
- c) Recognize special events and achievements with celebrations and parties
- d) Acknowledge longevity at 5 year intervals with a gift, cost commensurate with experience not to exceed \$50.00

## **VIII. TECHNOLOGY**

Provide the residents with fast, convenient and reliable access to electronically transmitted resources to meet their personal, professional and educational needs.

## **STRATEGIES:**

1. Seek additional funding for the mobile computer lab.

### **ACTIVITIES:**

- a) Connect with FACH and apply for a Technology grant to complete the mobile computer lab.
- b) Put together a series of basic curriculum for Computer Lab
- c) Begin to advertise and hold classes on a regular basis

2. Investigate broadband expansion to increase speed on public access computers.

### **ACTIVITIES:**

- a) Contact ISP's for bids to increase broadband on the public access computers

3. Review existing technology plan and make any necessary changes.

## **IX. SERVICES**

Provide quality Library services in response to the needs of the Community.

### **STRATEGIES:**

1. Collaborate with area educators to determine if needs are being met by the library

### **ACTIVITIES:**

- a) Develop a list of menu services offered by the library that can be given to teachers and parents
2. Educate the public on services provided by the Library.

### **ACTIVITIES:**

- a) Host Library Open House with incentives
- b) Develop a survey to get feedback from patrons on service needs