



Ann Arbor District Library
Annual Meeting
Agenda

Monday, January 20, 2014

Published by Ann Arbor District Library

January 2014

S	M	T	W	T	F	S
			1 Library Closed	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20 AADL Board Mtg	21	22	23	24	25
26	27	28	29	30	31	

February 2014

S	M	T	W	T	F	S
						1
2	3 Tent. AADL Board Retreat	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Tent. AADL Board Mtg	18	19	20	21	22
23	24	25	26	27	28	

March 2014

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16 Tent. AADL Board Mtg	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MEMORANDUM

To: District Library Board
 From: Josie Parker, Director
 Subject: Annual Meeting, Monday, January 20, 2014 at 7:00 p.m.
 Ann Arbor District Library, 4th Floor Board Room
 343 S. Fifth Avenue, Ann Arbor, MI 48104

ANNUAL MEETING AGENDA

- 14-001 I. CALL TO ORDER
- 14-002 II. ATTENDANCE
- 14-003 III. PRESIDENT'S REMARKS
- 14-004 IV. NOMINATION & ELECTION OF LIBRARY BOARD OFFICERS
1. PRESIDENT
 (Item of action)
 Roll call vote
 2. VICE PRESIDENT
 (Item of action)
 Roll call vote
 3. TREASURER
 (Item of action)
 Roll call vote
 4. SECRETARY
 (Item of action)
 Roll call vote
- 14-005 V. INSTALLATION OF OFFICERS
- “I, (name stated), DO SOLEMNLY SWEAR THAT I WILL ABIDE BY THE BYLAWS, RULES, AND REGULATIONS OF MY OFFICE AS TO THE BEST OF MY ABILITY.”
- 14-006 VI. OFFICERS RELINQUISH CONTROL TO NEW OFFICERS
- 14-007 VII. APPROVAL OF AGENDA (pp. 1-3)
 (Item of action)

- 14-008 VIII. APPROVAL OF MINUTES OF DECEMBER 16, 2013 (pp. 4-10)
(Item of action)
- 14-009 IX. CITIZENS' COMMENTS
- 14-010 X. FINANCIAL REPORTS
- 14-011 XI. APPROVAL OF DISBURSEMENTS (pp. 11-13)
(Item of action)
- 14-012 XII. COMMITTEE REPORTS
- 14-013 A. FACILITIES COMMITTEE
- 14-014 B. POLICY COMMITTEE
- 14-015 XIII. DIRECTOR'S REPORT (p. 14)
- 14-016 XIV. NEW BUSINESS
- 14-017 A. APPROVAL OF BOARD MEETING DATES AND
LOCATIONS FOR 2014
(pp. 15-17)
(Item of action)
- 14-018 B. RESOLUTION OF THANKS TO BETH ANDERSEN UPON
HER RETIREMENT (p. 18)
(Item of action)
- 14-019 C. RESOLUTION OF THANKS TO IEVA BATES UPON HER
RETIREMENT (p. 19)
(Item of action)
- 14-020 D. RESOLUTION OF THANKS TO JACQUELINE SASAKI
UPON HER RETIREMENT (p. 20)
(Item of action)
- 14-021 E. RESOLUTION TO AMEND THE 2013-2014 APPROVED
BUDGET (p. 21)
(Item of action)
- 14-022 F. RESOLUTION TO AMEND THE 2013-2014 APPROVED
BUDGET (p. 22)
(Item of action)
- 14-023 G. RESOLUTION TO AMEND THE 2013-2014 APPROVED
BUDGET (p. 23)
(Item of action)

ANN ARBOR DISTRICT LIBRARY BOARD
PROPOSED MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 16, 2013

ANN ARBOR DISTRICT LIBRARY BOARD
343 S. FIFTH AVENUE, ANN ARBOR, MI
MINUTES OF THE REGULAR MEETING
MONDAY, DECEMBER 16, 2013

13-238 I. CALL TO ORDER

President Rosenthal called the meeting to order at 7:03 p.m.

13-239 II. ATTENDANCE

Present: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell

Absent: None

Staff: Choate, Neiburger, Nieman, Parker, Wilson (recorder)

13-240 III. APPROVAL OF AGENDA

(Item of action)

Secretary Head, supported by, Trustee Murphy moved to approve the Agenda.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

13-241 IV. APPROVAL OF MINUTES OF NOVEMBER 11, 2013
(Item of action)

Vice President Barney Newman, supported by Treasurer Kaplan, moved to approve the minutes of November 11, 2013.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

13-242 V. CITIZENS' COMMENTS

Donald Salberg

Thank you, my name is Donald Salberg and I live on Lexington

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Drive in northeast Ann Arbor. I want to take this opportunity to wish each and every one of you a merry Christmas and a happy new year. I do hope that when you return you will have some new resolutions for dealing with library issues. I will hope that you will revisit the accessibility and safety for disabled individuals at the library. I understand that there were meetings with individuals who were familiar with ADA standards and such prior to the referendum, and I can understand why any changes that should be made would be postponed until after that, since a new building would have made renovations unnecessary. However the referendum did not pass and there were recommendations for improvements especially to the front entrance where there are certain risks along the ramp leading up to the front door. A number of bathrooms can be improved and there are a few other relatively minor changes that would never the less help our disabled move about with more ease while using our library. Secondly, I don't know if you are interested, but both the Saline area library and the Washtenaw Community College have opted out of the Pittsfield Township State Street Corridor Improvement Authority and both stated the reason was that their taxpayers did not vote positively for a millage to be spent on streets being constructed elsewhere. They would prefer to have the money spent in their facility and services. Now there is a hope that if enough participants do not join the CIA that the project may not be initiated and this library then will not lose the money it will definitely lose if, or should the CIA proceed. And it's of interest that no real benefit for the library has been identified by any of you. But it appears that the biggest benefit will be to the real estate industry because purportedly 40 per cent of the properties along the State Street development route are undeveloped now. And with that development and with the fact that expected that a lot of property will appreciate about 400 per cent, it appears that the big benefit will come to the real estate people who both sell the properties, develop the properties and manage the properties. I don't know, Ed, does that seem correct to you? Anyway, I think that in the future, it would also be helpful to obtain some input from the community before making the decision on how to spend the community's money. Thank you very much.

13-243

VI. FINANCIAL REPORTS

Associate Director Nieman reported November showed unrestricted cash balance just under \$14.3 million. Tax receipts just over \$11 million, reflecting 96.2% of the budgeted amount, have been received through the end of November. The fund balance stands at just over \$8.1 million. Five line items are over budget and will come back into line later in the year.

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13-244 VII. APPROVAL OF DISBURSEMENTS
 (Item of action)

Trustee Leary, supported by Secretary Head, moved to approve the November 2013 disbursements.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0.

13-245 VIII. COMMITTEE REPORTS

13-246 A. BUDGET & FINANCE COMMITTEE

Chairperson Kaplan reported the committee met in November with Dave Fisher of Rehmann Robson and reviewed the draft 2012-2013 audit. The committee was very pleased with the audit.

13-247 B. POLICY COMMITTEE

Chairperson Murphy reported the committee met on December 4th and reviewed updated policies. The committee plans on having the proposed revised polices submitted for Board review in January.

13-248 IX. DIRECTOR'S REPORT

Director Parker reported that this evening she attended a reception for the University of Michigan Special Collections Library Children's Literature and American Culinary History located in AADL's lower level display area.

Director Parker has resumed her weekly reading to students at Angell School and had a recent visit from one of the students.

Ira Lax was recognized for his work with the Library Songsters and for an article he had published in the fall edition of the *Michigan Music Educator* detailing this program.

Our partnership with Washtenaw Literacy is expanding with a second ESL Conversation Group being added at the Traverwood Branch Library. Currently groups are meeting at Malletts Creek, Pittsfield and Traverwood.

Director Parker updated the Board with her service as a

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Commissioner to the State Bureau for Blind Persons.

AADL will celebrate the fifth anniversary of the Washtenaw Library for the Blind and Physically Disabled @ AADL in May of 2014.

13-249 X. MONTHLY STATISTICS

Associate Director Neiburger presented November 2013 statistics in comparison with November 2012 in the new statistical format.

13-250 XI. NEW BUSINESS

13-251 A. AUDITOR'S REPORT

Dave Fisher, Rehmann Robson

Dave Fisher of Rehmann Robson presented the Ann Arbor District Library 2012-2013 Audit Report. He reviewed the Management's Discussion and Analysis section of the audit and balance sheet as of 6/30/13. No material audit adjustments were needed. No material weaknesses were found and a clean opinion of the financial statements was given.

13-252 B. RESOLUTION TO ACCEPT THE 2012-2013 FINANCIAL AUDIT
 (Item of action)

Secretary Head, supported by Trustee Leary, moved that the Board resolves to accept the 2012-2013 financial audit prepared by Rehmann Robson and that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0

13-253 C. RESOLUTION TO EXTEND THE TERM OF LEASE FOR THE SPACE THAT HOUSES THE ANN ARBOR NEWS ARCHIVE
 (Item of action)

Trustee Murphy, supported by Vice President Barney Newman, moved to extend the lease with Green Road Associates for one (1) year commencing on January 1, 2014; that the annual rate will be

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\$38,500/year; that all resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0

13-254

D. RESOLUTION OF THANKS TO BETSY BAIER UPON
 HER RETIREMENT
 (Item of action)

Secretary Head, supported by Treasurer Kaplan, moved the Board resolves that it would like to officially thank Betsy Baier for her service as an employee from February 8, 1975 to December 31, 2013 of the Ann Arbor District Library; that all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0

13-255

E. RESOLUTION OF THANKS TO SHARON IVERSON
 UPON HER RETIREMENT
 (Item of action)

Secretary Head, supported by Trustee Leary, moved the Board resolves that it would like to officially thank Sharon Iverson for her service as an employee from July 29, 2004 to December 31, 2013 of the Ann Arbor District Library; that all resolutions that conflict with the provisions of this resolution are rescinded.

AYES: Head, Kaplan, Leary, Murphy, Barney Newman,
 Rosenthal, Surovell

NAYS: None

Motion passed 7-0

13-256

F. WLBPD@AADL UPDATES
 Terry Soave

Terry Soave, Outreach and Neighborhood Services Manager, reviewed the WLPBD@aadl.org website. She explained that

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public service staff is cross-trained at all AADL locations to help WLBDP patrons. A wiki site is also available for staff use. This site is now being used as a model nationwide via the NLS (National Library Service for the Blind and Physically Handicapped). Examples of the collection were presented.

Quarterly newsletters, patron satisfaction surveys and biennial site reviews can be accessed at the WLPBD website.

13-257 XII. CITIZENS' COMMENTS

There were no additional citizens' comments.

13-258 XIII. ADJOURNMENT

President Rosenthal responded to public comment on the Board's decision last month to participate with the Pittsfield Township CIA TIF. The board discussed and reviewed information regarding the CIA TIF, different opinions were expressed, and although the vote was not unanimous the Board's fiduciary responsibilities require us to make decisions that serve the public the best. Our decisions sometimes use tax revenues; the CIA was one of these. State law gives us the power to opt out of a proposed corridor improvement authority. Our duty is to identify and review all relevant elements, balance them and make the best decision for the Library. We realized that the amount of money is relatively small; we realize that it will improve access to the Pittsfield Branch; we believe that it will increase our tax base in a couple of years. If it doesn't go forward, the agreement will hold AADL harmless. We believe that a publically funded road is more equitable than requiring those who build along the road do it themselves. We believe in being a good neighbor to Pittsfield. They helped us build on a very marshy site, they supported the building of a cross-walk to a neighborhood across Oak Valley Drive and in creating this CIA, they have included an opt-out, shared the tax increase information with us and negotiated the terms of the agreement. We care about the environment and sustainability. This project will provide improved motorized and non-motorized access between Pittsfield and Ann Arbor, better storm water management, protect the watershed, enable better public transportation and reduce use of cars and improve the quality of the air. We exercise our statutory powers in consideration of our fiduciary responsibilities as best for the Library. Although we were not unanimous in our decision, it was made with a great deal of care.

Trustee Surovell commented that in regards to the properties

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located within the CIA, improvements made to the area should increase the value of the local properties and thereby increase tax revenues received by the Library.

Trustee Murphy, supported by Treasurer Kaplan, moved to adjourn the meeting.

President Rosenthal adjourned the meeting at 8:52 p.m.

I hereby certify that the foregoing is a true and complete copy of the minutes adopted by the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, State of Michigan, at the regular meeting held on December 16, 2013 and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.

Secretary

System: 1/8/2014 2:56:06 PM
 User Date: 1/8/2014

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 1
 User ID: NIEMANK

Ranges: From: To: From: To:
 Check Number First Last Check Date 12/1/2013 12/31/2013
 Vendor ID First Last Checkbook ID First Last
 Vendor Name First Last

Sorted By: Vendor Name

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047144	AGRSER	A GROWING SERVICE LLC	12/19/2013	CHECK	PMCHK00001597	\$340.00
047143	AFSMITH	A.F. SMITH ELECTRIC, INC.	12/19/2013	CHECK	PMCHK00001597	\$224.00
047060	AASCH	AAPS/WISD TRANSPORTATION	12/10/2013	CHECK	PMCHK00001595	\$692.50
047109	AFTDEL	AFTERNOON DELIGHT	12/16/2013	CHECK	PMCHK00001596	\$104.50
047061	AIMGAR	AIMEE GARGUS	12/10/2013	CHECK	PMCHK00001595	\$32.92
047062	AMASCH	AMANDA SCHOTT	12/10/2013	CHECK	PMCHK00001595	\$23.69
047031	AMACOM	AMAZON.COM CREDIT PLAN	12/2/2013	CHECK	PMCHK00001592	\$2,912.95
047063	AMEX	AMERICAN EXPRESS	12/10/2013	CHECK	PMCHK00001595	\$44,671.81
047064	ANNARB	ANN ARBOR OBSERVER	12/10/2013	CHECK	PMCHK00001595	\$1,730.70
047145	APPIMA	APPLIED IMAGING	12/19/2013	CHECK	PMCHK00001597	\$250.00
047147	ATTMOB	AT&T MOBILITY	12/19/2013	CHECK	PMCHK00001597	\$2,795.66
047111	BANMED	BANG MEDIA	12/16/2013	CHECK	PMCHK00001596	\$250.00
047112	BARNOB1	BARNES & NOBLE INC.	12/16/2013	CHECK	PMCHK00001596	\$170.03
047148	BEADEL	BEAU DELOACH	12/19/2013	CHECK	PMCHK00001597	\$225.00
047065	BETAND	BETH ANDERSEN	12/10/2013	CHECK	PMCHK00001595	\$13.16
047066	BETMAN	BETH MANUEL	12/10/2013	CHECK	PMCHK00001595	\$19.38
047149	BETBEC	BETSY BECKERMAN	12/19/2013	CHECK	PMCHK00001597	\$425.00
047150	BLUCRO	BLUE CARE NETWORK OF SE MICHIG	12/19/2013	CHECK	PMCHK00001597	\$53,917.85
047151	BLUCRO	BLUE CROSS BLUE SHIELD OF MICH	12/19/2013	CHECK	PMCHK00001597	\$9,561.74
047152	BP	BP	12/19/2013	CHECK	PMCHK00001597	\$301.76
* 047113	BRESSE	BRESSER'S INFORMATION SERVICE	12/16/2013	CHECK	PMCHK00001596	\$340.00
047067	BREWER	BREWER'S	12/10/2013	CHECK	PMCHK00001595	\$516.11
047068	BRODCO	BRODART CO.	12/10/2013	CHECK	PMCHK00001595	\$1,018.82
047153	BRODCO	BRODART CO.	12/19/2013	CHECK	PMCHK00001597	\$4,651.73
047032	BUSVAL	BUSCH'S, INC.	12/2/2013	CHECK	PMCHK00001592	\$394.17
047069	BUSCAR	BUSINESS CARD	12/10/2013	CHECK	PMCHK00001595	\$6,240.83
047154	CAPPRE	CAPSTONE PRESS	12/19/2013	CHECK	PMCHK00001597	\$2,186.79
047033	CARKAT	CAROL R. KATZ	12/2/2013	CHECK	PMCHK00001592	\$350.00
047155	CARBRO	CARPENTER BROS.	12/19/2013	CHECK	PMCHK00001597	\$30.29
047070	CARTOP	CARROT-TOP INDUSTRIES, INC.	12/10/2013	CHECK	PMCHK00001595	\$400.96
047071	CDW-G	CDW GOVERNMENT, INC.	12/10/2013	CHECK	PMCHK00001595	\$1,834.33
047156	CHELAK	CHERRY LAKE PUBLISHING	12/19/2013	CHECK	PMCHK00001597	\$174.25
047114	CINCOR	CINTAS CORPORATION	12/16/2013	CHECK	PMCHK00001596	\$1,910.53
047115	CITOF1	CITY OF ANN ARBOR TREASURER	12/16/2013	CHECK	PMCHK00001596	\$2,589.69
047190	CITOF1	CITY OF ANN ARBOR TREASURER	12/30/2013	CHECK	PMCHK00001598	\$3,376.46
047034	CLABEL	CLASSICAL BELLS	12/2/2013	CHECK	PMCHK00001592	\$800.00
047072	COMCAS	COMCAST	12/10/2013	CHECK	PMCHK00001595	\$283.68
047157	COMCAS	COMCAST	12/19/2013	CHECK	PMCHK00001597	\$44.27
047116	COMALLW	COMPUTER ALLEY WEST	12/16/2013	CHECK	PMCHK00001596	\$465.29
047117	CRAPUB	CRABTREE PUBLISHING	12/16/2013	CHECK	PMCHK00001596	\$8,285.25
047035	DANJOH	DAN JOHNSON	12/2/2013	CHECK	PMCHK00001592	\$170.00
047158	DAWHEN	DAWN HENRY	12/19/2013	CHECK	PMCHK00001597	\$450.00
047159	DEMCO	DEMCO	12/19/2013	CHECK	PMCHK00001597	\$12,447.63
047160	DIADUD	DIANE DUDLEY	12/19/2013	CHECK	PMCHK00001597	\$100.00
047161	DTEENE	DTE ENERGY	12/19/2013	CHECK	PMCHK00001597	\$15,326.95
047191	DTEENE	DTE ENERGY	12/30/2013	CHECK	PMCHK00001598	\$16,873.21
047073	DYKGOS	DYKEMA GOSSETT	12/10/2013	CHECK	PMCHK00001595	\$49.50
047162	DYKGOS	DYKEMA GOSSETT	12/19/2013	CHECK	PMCHK00001597	\$140.40
047118	EBSCO	EBSCO	12/16/2013	CHECK	PMCHK00001596	\$48,314.19
047074	ELILAW	ELITE LAWN & LANDSCAPE, INC.	12/10/2013	CHECK	PMCHK00001595	\$8,560.00
047119	ERGDDES	ERGO DESKTOP	12/16/2013	CHECK	PMCHK00001596	\$1,136.00
047192	FASTSP	FAST SPLASH CAR WASH, INC.	12/30/2013	CHECK	PMCHK00001598	\$8.00
047075	FRIOF	FRIENDS OF THE ANN ARBOR	12/10/2013	CHECK	PMCHK00001595	\$883.50
047102	THOGAL	GALE/CENGAGE LEARNING, INC	12/10/2013	CHECK	PMCHK00001595	\$119.98
047036	GARISTE	GARI STEIN	12/2/2013	CHECK	PMCHK00001592	\$100.00
047120	GAYBRO	GAYLORD BROS.	12/16/2013	CHECK	PMCHK00001596	

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047037	GRANEW	GRAVOGRAPH-NEW HERMES, INC.	12/2/2013	CHECK	PMCHK00001592	\$183.32
047121	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	12/16/2013	CHECK	PMCHK00001596	\$209.50
047164	GRELAK2	GREAT LAKES AUTOMATIC DOOR, IN	12/19/2013	CHECK	PMCHK00001597	\$240.50
047163	FIRMAR	GREEN ROAD ASSOCIATES, LP	12/19/2013	CHECK	PMCHK00001597	\$3,208.33
047146	ARCHAMBAULT	GROUPE ARCHAMBAULT INC.	12/19/2013	CHECK	PMCHK00001597	\$97.55
047165	HOOHAT	HOOPER, HATHAWAY, PRICE, BEUCH	12/19/2013	CHECK	PMCHK00001597	\$1,430.00
047038	INFTOD	INFORMATION TODAY, INC.	12/2/2013	CHECK	PMCHK00001592	\$385.05
047076	INGLIB	INGRAM LIBRARY SERVICES INC.	12/10/2013	CHECK	PMCHK00001595	\$62.47
047166	INGLIB	INGRAM LIBRARY SERVICES INC.	12/19/2013	CHECK	PMCHK00001597	\$300.00
047193	JAYFOS	JAY FOSGITT	12/30/2013	CHECK	PMCHK00001598	\$100.00
047077	KATCHY	KATIE CHYNOWETH	12/10/2013	CHECK	PMCHK00001595	\$31.36
047167	KIRASS	KIRKUS MEDIA LLC	12/19/2013	CHECK	PMCHK00001597	\$199.00
047078	KUHNSPE	KUHN SPECIALITY FLOORING	12/10/2013	CHECK	PMCHK00001595	\$6,900.00
047079	LARZIE	LARA ZIELIN	12/10/2013	CHECK	PMCHK00001595	\$350.00
047080	LAURAY	LAURA RAYNOR	12/10/2013	CHECK	PMCHK00001595	\$290.10
047168	LEACEN	LEARNING CENTER	12/19/2013	CHECK	PMCHK00001597	\$488.00
047081	LEXMAT	LEXISNEXIS MATTHEW BENDER	12/10/2013	CHECK	PMCHK00001595	\$346.93
047082	LISHAY	LISA C. HAYDEN	12/10/2013	CHECK	PMCHK00001595	\$150.00
047039	MANPOW	MANPOWER	12/2/2013	CHECK	PMCHK00001592	\$316.80
047083	MANPOW	MANPOWER	12/10/2013	CHECK	PMCHK00001595	\$316.80
047122	MANPOW	MANPOWER	12/16/2013	CHECK	PMCHK00001596	\$316.80
047169	MANPOW	MANPOWER	12/19/2013	CHECK	PMCHK00001597	\$448.80
047170	MARCHE	MARIAH CHEREM	12/19/2013	CHECK	PMCHK00001597	\$162.31
047040	MARYAD	MARY STEWART ADAMS	12/2/2013	CHECK	PMCHK00001592	\$100.00
047041	MASCOM	MEDCO SUPPLY COMPANY	12/2/2013	CHECK	PMCHK00001592	\$28.65
047171	MEP/DIS	MEP, INC/DISTRIBOOKS	12/19/2013	CHECK	PMCHK00001597	\$149.77
047042	METCOM	METCOM	12/2/2013	CHECK	PMCHK00001592	\$78.13
047194	METLIFE	METLIFE SBC	12/30/2013	CHECK	PMCHK00001598	\$7,657.46
047172	MICEMP	MICHIGAN EMPLOYEE BENEFIT SERV	12/19/2013	CHECK	PMCHK00001597	\$1,358.68
047084	MICLIBA	MICHIGAN LIBRARY ASSOCIATION	12/10/2013	CHECK	PMCHK00001595	\$525.00
047044	MICOFF	MICHIGAN OFFICE SOLUTIONS	12/2/2013	CHECK	PMCHK00001592	\$1,723.00
047173	MICOFF	MICHIGAN OFFICE SOLUTIONS	12/19/2013	CHECK	PMCHK00001597	\$1,723.00
047043	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	12/2/2013	CHECK	PMCHK00001592	\$75.00
047085	MICLIBC	MIDWEST COLLABORATIVE FOR LIBR	12/10/2013	CHECK	PMCHK00001595	\$18,566.00
047123	MIDTAP	MIDWEST TAPE	12/16/2013	CHECK	PMCHK00001596	\$17,298.04
047108	AANEWS	MLIVE MEDIA GROUP	12/16/2013	CHECK	PMCHK00001596	\$1,392.00
047124	NATTIM	NATIONAL TIME & SIGNAL CORPORA	12/16/2013	CHECK	PMCHK00001596	\$158.00
047087	NICWIL	NICHOLAS WILCOX	12/10/2013	CHECK	PMCHK00001595	\$800.00
047086	NICBOO	NICOLA'S BOOKS	12/10/2013	CHECK	PMCHK00001595	\$3,578.02
047174	NICBOO	NICOLA'S BOOKS	12/19/2013	CHECK	PMCHK00001597	\$324.00
047045	NUWAVE	NUWAVE AQUARIUMS	12/2/2013	CHECK	PMCHK00001592	\$188.00
047125	NUWAVE	NUWAVE AQUARIUMS	12/16/2013	CHECK	PMCHK00001596	\$476.84
047088	OCLINS	OCLC, INC.	12/10/2013	CHECK	PMCHK00001595	\$3,712.83
047058	OFFDEP	OFFICE DEPOT, INC.	12/3/2013	CHECK	PMCHK00001593	\$805.85
047175	OFFDEP	OFFICE DEPOT, INC.	12/19/2013	CHECK	PMCHK00001597	\$1,322.37
047195	PETSIE	PETER SIERS	12/30/2013	CHECK	PMCHK00001598	\$750.00
047177	PIOJAN	PIONEER JANITORIAL SERVICE	12/19/2013	CHECK	PMCHK00001597	\$10,615.68
047196	PITCHA	PITTSFIELD CHARTER TOWNSHIP	12/30/2013	CHECK	PMCHK00001598	\$111.49
047047	PRITEC	PRINT TECH INC.	12/2/2013	CHECK	PMCHK00001592	\$740.06
047089	PRITEC	PRINT TECH INC.	12/10/2013	CHECK	PMCHK00001595	\$2,167.00
047046	PRIORITY	PRIORITY HEALTH	12/2/2013	CHECK	PMCHK00001592	\$2,481.56
047090	PROINF	PROQUEST - CSA LLC	12/10/2013	CHECK	PMCHK00001595	\$3,300.00
047178	PUBWEE	PUBLISHERS WEEKLY	12/19/2013	CHECK	PMCHK00001597	\$249.99
047091	QUACK!	QUACK!MEDIA	12/10/2013	CHECK	PMCHK00001595	\$645.00
047130	RNAOFAA	R.N.A. OF ANN ARBOR, INC.	12/16/2013	CHECK	PMCHK00001596	\$2,775.00
047092	RACYAN	RACHEL YANIKOGLU	12/10/2013	CHECK	PMCHK00001595	\$58.66
047126	RANHO	RANDOM HOUSE, INC.	12/16/2013	CHECK	PMCHK00001596	\$1,161.25
047127	RECBOO	RECORDED BOOKS, INC.	12/16/2013	CHECK	PMCHK00001596	\$6,187.05
047048	REGBOO	REGENT BOOK CO., INC.	12/2/2013	CHECK	PMCHK00001592	\$25.24
047128	REGBOO	REGENT BOOK CO., INC.	12/16/2013	CHECK	PMCHK00001596	\$13.82
047129	REHROB	REHMANN ROBSON	12/16/2013	CHECK	PMCHK00001596	\$1,625.00
047059	RENUPH	RENDEL'S UPHOLSTERING & INTERI	12/5/2013	CHECK	PMCHK00001594	\$4,668.50
047179	RICBUS	RICOH AMERICAS CORP	12/19/2013	CHECK	PMCHK00001597	\$222.00

System: 1/8/2014 2:56:06 PM
 User Date: 1/8/2014

Ann Arbor District Library
 VENDOR CHECK REGISTER REPORT
 Payables Management

Page: 3
 User ID: NIEMANK

* Voided Checks

Check Number	Vendor ID	Vendor Check Name	Check Date	Checkbook ID	Audit Trail Code	Amount
047197	ROSKOE	ROSALIE KOENIG	12/30/2013	CHECK	PMCHK00001598	
047093	ROURIV	ROUND RIVER PRODUCTIONS, LLC	12/10/2013	CHECK	PMCHK00001595	\$150.00
047180	SALREP	SALINE REPORTER	12/19/2013	CHECK	PMCHK00001597	\$257.48
047181	SARKEL	SARA MELTON KELLER	12/19/2013	CHECK	PMCHK00001597	\$99.84
047095	SCHSEC	SCHILKE SECURITY	12/10/2013	CHECK	PMCHK00001595	\$425.00
047094	SCHELE	SCHINDLER ELEVATOR CORPORATION	12/10/2013	CHECK	PMCHK00001595	\$145.00
047176	PACMEC	SHAMBAUGH & SON, L.P	12/19/2013	CHECK	PMCHK00001597	\$592.05
047049	SHAKUC	SHANNON KUCHERA	12/2/2013	CHECK	PMCHK00001592	\$2,650.00
047096	SHAINV	SHARON D. IVERSON	12/10/2013	CHECK	PMCHK00001595	\$750.00
047198	SHAINV	SHARON D. IVERSON	12/30/2013	CHECK	PMCHK00001598	\$28.14
047097	SHEAUG	SHERLONYA TURNER	12/10/2013	CHECK	PMCHK00001595	\$21.58
047182	SHEAUG	SHERLONYA TURNER	12/19/2013	CHECK	PMCHK00001597	\$302.21
047131	SHOULDICE	SHOULDICE LIBRARY	12/16/2013	CHECK	PMCHK00001596	\$69.52
047110	ANDOFF	SMART OFFICE SOLUTIONS	12/16/2013	CHECK	PMCHK00001596	\$20.00
047132	SOUHAV	SOUTH HAVEN MEMORIAL LIBRARY	12/16/2013	CHECK	PMCHK00001596	\$506.06
047098	STAHAR	STADIUM HARDWARE	12/10/2013	CHECK	PMCHK00001595	\$29.99
047099	STAPLE	STAPLES ADVANTAGE	12/10/2013	CHECK	PMCHK00001595	\$17.78
047183	STEOSB	STEVE OSBURN	12/19/2013	CHECK	PMCHK00001597	\$57.71
047050	SUPERD	SUPER D	12/2/2013	CHECK	PMCHK00001592	\$50.00
047051	SWESOU	SWEETWATER SOUND INC.	12/2/2013	CHECK	PMCHK00001592	\$2,705.59
047100	SWESOU	SWEETWATER SOUND INC.	12/10/2013	CHECK	PMCHK00001595	\$749.95
047133	SWESOU	SWEETWATER SOUND INC.	12/16/2013	CHECK	PMCHK00001596	\$598.00
047052	TANMED	TANTOR MEDIA	12/2/2013	CHECK	PMCHK00001592	\$1,978.00
047101	TDSMET	TDS METROCOM	12/10/2013	CHECK	PMCHK00001595	\$339.49
047134	THEANN	THE ANN MAGAZINE	12/16/2013	CHECK	PMCHK00001596	\$6,920.63
047053	TEACOM	THE GREAT COURSES	12/2/2013	CHECK	PMCHK00001592	\$500.00
047184	THRCOR	THREE CORPSE CIRCUS	12/19/2013	CHECK	PMCHK00001597	\$3,177.75
047185	TOMSMI	TOM SMITH	12/19/2013	CHECK	PMCHK00001597	\$450.00
047103	TOTVEN	TOTAL VENDING & COFFEE SERVICE	12/10/2013	CHECK	PMCHK00001595	\$21.58
047135	TREMCO	TREMCO/ WEATHERPROOFING TECHNO	12/16/2013	CHECK	PMCHK00001596	\$115.80
047104	TSAFON	TSAI FONG BOOKS, INC.	12/10/2013	CHECK	PMCHK00001595	\$11,441.00
047136	TSAFON	TSAI FONG BOOKS, INC.	12/16/2013	CHECK	PMCHK00001596	\$504.69
047189	ADTSEC	TYCO INTEGRATED SECURITY	12/30/2013	CHECK	PMCHK00001598	\$1,314.19
047055	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	12/2/2013	CHECK	PMCHK00001592	\$972.39
047137	UNIQMA	UNIQUE MANAGEMENT SERVICES, IN	12/16/2013	CHECK	PMCHK00001596	\$1,378.30
047054	UNIPAR	UNITED PARCEL SERVICE	12/2/2013	CHECK	PMCHK00001592	\$1,458.85
047199	UNIPAR	UNITED PARCEL SERVICE	12/30/2013	CHECK	PMCHK00001598	\$53.74
047138	UNISTA	UNITED STATES POSTAL SERVICES	12/16/2013	CHECK	PMCHK00001596	\$81.28
047139	UNUMPRO	UNUM LIFE INSURANCE	12/16/2013	CHECK	PMCHK00001596	\$5,000.00
047056	VERWIRC	VERIZON WIRELESS	12/2/2013	CHECK	PMCHK00001592	\$95.90
047105	VERWIRC	VERIZON WIRELESS	12/10/2013	CHECK	PMCHK00001595	\$685.68
047186	VERWIRC	VERIZON WIRELESS	12/19/2013	CHECK	PMCHK00001597	\$912.11
047140	WASHTR	WASHTENAW COUNTY TREASURER	12/16/2013	CHECK	PMCHK00001596	\$712.52
047106	WASMAN	WASTE MANAGEMENT OF MICHIGAN	12/10/2013	CHECK	PMCHK00001595	\$8,414.14
047057	WEBINN	WEBERS INN	12/2/2013	CHECK	PMCHK00001592	\$223.67
047187	WESENT	WESTGATE ENTERPRISES, LLC	12/19/2013	CHECK	PMCHK00001597	\$50.00
047188	WESWOO	WESTON WOODS STUDIOS	12/19/2013	CHECK	PMCHK00001597	\$6,855.00
047107	WHILAB	WHITLAM LABEL COMPANY, INC.	12/10/2013	CHECK	PMCHK00001595	\$350.25
047141	WORBOO	WORLD BOOK, INC.	12/16/2013	CHECK	PMCHK00001596	\$811.78
047142	XEROX	XEROX CORPORATION	12/16/2013	CHECK	PMCHK00001596	\$4,327.00
						\$22.05

Total Checks: 169

Total Amount of Checks: \$444,752.91

Director's Report – January 2014

1. Second Grade Visits to AADL: Each year AADL invites every second grade classroom in our service area to visit the Library. The children are given a tour of the Downtown Children's room, treated to a storytime, and issued cards. Below are 2013 numbers:

43 Visits

48 AAPS Classes (out of 59 classes) - 4 teachers have indicated that they plan to set up spring visits

1 non-AAPS Class (Central Academy)

1208 Students

564 L-Cards issued

2012 Comparison:

48 Visits

52 AAPS Classes (out of 59 Classes)

4 non-AAPS Classes

1306 Students

2. The week of January 6th was a difficult week for so many people, but in the midst of it all, we received this email in response to a notice that a hold was available for pick-up:

Sent: Wed, 08 Jan 2014 09:49:05 -0500 (EST)

Subject: Re: Library hold is ready for pickup

Thank you! and, ... thank you to all the staff who were able to keep the library operating during the weather that kills.

I am so grateful of how the library manages both excellence in its professional mission and compassionate human decency. I know this seems overwrought, but a library is one of those everyday, humble marks of civilization that's easy to take for granted. AADL models advanced civilization! In your own quiet, excellent way, your efforts inspire me.

In your honor, I'll dance a mid-Michigan winter hula to the Lilo & Stitch soundtrack. :-) Joy! R.L.

DISCUSSION OF BOARD MEETING DATES FOR 2014 CALENDAR YEAR

I. Statement:

Per AADL Board By-Laws, the Board must set the regularly scheduled meetings for the calendar year at their Annual Meeting. With the move of the date of elections to November the annual meeting will now be held in January.

II. Background:

During the 2013 calendar year the Board made the following date changes:

Board meetings cancelled: None

Board meeting dates changed: None

Special meetings called: None

III. Options:

2014

The Board can decide to continue to meet on the third Monday of each month. The library is not scheduled to close on any holiday when the Board would be regularly scheduled to meet.

Board Retreats

Generally the Board holds one retreat within the first quarter of a new year (previous years were based on AADL fiscal calendar - due to 2010 change in the election cycle, the Board now follows a calendar year).

The Board can choose to have a Regular Meeting or a Retreat and/or both. Administration is recommending a Board Retreat on February 3rd.

No retreats were scheduled in 2013.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act.

IV. Recommendations:

Meeting dates for calendar year 2014 are recommended by Administration for the third Monday of the month.

Administration recommends adopting the following calendar:

Monday, **February 3, 2014 (Board Retreat)**

Monday, **February 17, 2014**

Monday, **March 17, 2014**

Monday, **April 21, 2014**

Monday, **May 19, 2014**

Monday, **June 16, 2014**

Monday, **July 21, 2014**

Monday, **August 18, 2014**

Monday, **September 15, 2014**

Monday, **October 20, 2014**

Monday, **November 17, 2014**

Monday, **December 15, 2014**

Monday, **January 19, 2015**

V. General Information:

2014 Library related conferences:

January 24-28, 2014—ALA Midwinter Meeting, Philadelphia, PA

March 11-15, 2014—PLA Conference, Indianapolis, IN

June 26-July 1, 2014—ALA Annual Conference, Las Vegas, NV

October 15-17, 2014—Michigan Library Association Annual Conference, Grand Rapids, MI

January 23-27, 2015—ALA Midwinter Meeting, Chicago, IL



ANN ARBOR DISTRICT LIBRARY BOARD 2014 PROPOSED MEETING SCHEDULE

MONDAY, JANUARY 20, 2014
MONDAY, FEBRUARY 3, 2014 (BOARD RETREAT)
MONDAY, FEBRUARY 17, 2014
MONDAY, MARCH 17, 2014
MONDAY, APRIL 21, 2014
MONDAY, MAY 19, 2014
MONDAY, JUNE 16, 2014 (AT TRAVERWOOD)
MONDAY, JULY 21, 2014 (AT PITTSFIELD)
MONDAY, AUGUST 18, 2014 (AT MALLETTS CREEK)
MONDAY, SEPTEMBER 15, 2014
MONDAY, OCTOBER 20, 2014
MONDAY, NOVEMBER 17, 2014
MONDAY, DECEMBER 15, 2014
MONDAY, JANUARY 19, 2015

All Regular Meetings occur in the 4th Floor Board Room of the Downtown Library, 343 South Fifth Avenue, Ann Arbor unless otherwise noted. Meetings generally begin at 7:00 p.m. Please verify meeting date and time by calling 734.327.8311 or visiting our website at www.aadl.org/aboutus/board.

The Board reserves the right to make changes to the schedule, or call special meetings, in accordance with the Michigan Open Meetings Act. Such changes and additions will be posted at the Ann Arbor District Library, 343 South Fifth Avenue, our branch locations, our website www.aadl.org/aboutus/board, and other locations as appropriate.

The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days' notice. Individuals with disabilities requiring aids and services should write the Ann Arbor District Library Board at Ann Arbor District Library, 343 South Fifth Avenue, Ann Arbor, MI 48104, email wilsonk@aadl.org or call 734.327.8311.

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-018**

RESOLUTION OF THANKS TO BETH ANDERSEN UPON HER RETIREMENT

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Beth Andersen for her service as an employee from December 18, 1978 to January 30, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-019**

RESOLUTION OF THANKS TO IEVA BATES UPON HER RETIREMENT

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Ieva Bates for her service as an employee from August 23, 1976 to January 31, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-020**

**RESOLUTION OF THANKS TO JACQUELINE SASAKI UPON HER
RETIREMENT**

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th day of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____, and supported by _____:

THE BOARD RESOLVES:

- 1.) That it would like to officially thank Jacqueline Sasaki for her service as an employee from September 15, 1988 to January 31, 2014 of the Ann Arbor District Library.
- 2.) That all resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-021**

RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Capital Outlays line item in the 2013-2014 budget by \$30,000 to cover the purchase of a delivery truck from Varsity Ford.
- 2). That the \$30,000 increase to Capital Outlays be transferred from the Fund Balance.
- 3). All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-022**

RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Library Programming line item in the 2013-2014 budget by \$63,000.
- 2). That the \$63,000 increase to Library Programming be transferred from the Fund Balance.
- 3). All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

**BOARD OF TRUSTEES OF
ANN ARBOR DISTRICT LIBRARY
RESOLUTION 14-023**

RESOLUTION TO AMEND THE 2013-2014 APPROVED BUDGET

Minutes of the annual meeting of the Board of Trustees of the Ann Arbor District Library, County of Washtenaw, Michigan, held in the City of Ann Arbor, on the 20th of January, 2014 at 7:00 p.m.

PRESENT:

ABSENT:

The following resolution was offered by _____ and supported by _____:

THE BOARD RESOLVES AS FOLLOWS:

- 1). To increase the Purchased Services line item in the 2013-2014 budget by \$20,000 to cover a satisfaction survey of library district residents to be conducted by EPIC-MRA.
- 2). That the \$20,000 increase to Purchased Services be transferred from the Fund Balance.
- 3). All resolutions and parts of resolutions that conflict with the provisions of this resolution are rescinded.

A vote on the foregoing resolution was taken and was as follows:

AYES:

NAYS:

RESOLUTION DECLARED ADOPTED.

Secretary

January 14, 2014

AADL Policy Insert Explanation:

The entire Policy Manual of the AADL was not reviewed, and only those pages and policies reviewed, with suggested edits, additions, or deletions are contained in this packet. They are before the Board for discussion in January. Attorneys reviewed suggested changes, and all applicable laws have been cited.

The documents for your review are divided as follows:

- Current documents/policies
- Marked Up with suggested revisions/additions/deletions
- Draft as intended for adoption

We hope that having these three “views” will aid you in understanding not only the suggested revisions, but also their intent. In any case, we welcome your questions.

ANN ARBOR DISTRICT LIBRARY POLICY NOTEBOOK
ADOPTED BY THE ANN ARBOR DISTRICT LIBRARY BOARD

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3.1Bc	Non-Resident Retired Employee	
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3.1Cb	Non-Resident Student Teachers	
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CURRENT

ANN ARBOR DISTRICT LIBRARY POLICY NOTEBOOK
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ANN ARBOR DISTRICT LIBRARY POLICY NOTEBOOK
ADOPTED BY THE ANN ARBOR DISTRICT LIBRARY BOARD

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Ann Arbor District Library
Philosophy

The Ann Arbor District Library Board assumes the support of and responsibility for certain activities which it considers wholesome and beneficial auxiliaries to the formal educational program of the schools. In keeping with this policy library service is furnished to the public with the Ann Arbor District Library Board serving as the Board of Trustees for the district library.

The Ann Arbor District Library, thus deriving its support from the people of the district through the Ann Arbor District Library Board, accordingly accepts the responsibility of serving the entire district by providing free and open access to its facilities and services for all members of the community.

This district library service is provided on the assumption and in the faith that those who take advantage of it will become more capable in their occupations, more enlightened in discharging their duties as citizens, and enriched in their personal lives.

In a democratic society the district library constitutes a resource where the individuals are free to learn about controversial issues, to consider them from all sides, and to arrive at their own decisions. Therefore facts and opinions on important, complex, and controversial subjects about which there is general concern must be freely available.

It is not within the proper province of the library to promote particular beliefs or views. If it were to do so, it would fail in one of its unique reasons for existence. Care must be exercised that parts or segments of the community do not unduly influence the selection of materials, either positively or negatively. There must be constant and vigilant resistance to any such efforts in the community, whether in the name of political, moral, or religious beliefs.

The Ann Arbor District Library supports the principles of intellectual freedom as set forth by the Freedom to Read Statement as revised in January 28, 1972 by the American Library Association and in the Library Bill of Rights as amended January 23, 1980 by the American Library Association Council.

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Ann Arbor District Library
Freedom to Read

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.
2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books 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 books should be published or circulated.
3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.
4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents or to inhibit the efforts of writers to achieve artistic expression.
5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.
6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.
7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, bookmen can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

NOTE: "Books" as used in this statement include all kinds of materials acquired for library use.

Issued May 1953 by the ALA and the Association of American Publishers.
Adopted by the ALA Council June 25, 1953; revised January 28, 1972.

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Adopted by the ALA Council June 25, 1953; revised January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Ann Arbor District Library
Freedom to View

The following statement was adopted by the Intellectual Freedom Committee, American Library Association, June 1979.

The *Freedom to View*, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, we affirm these principles:

1. It is in the public interest to provide the broadest possible access to films and other audiovisual materials because they have proven to be among the most effective means for the communication of ideas. Liberty of circulation is essential to ensure the constitutional guarantee of freedom of expression.
2. It is in the public interest to provide for our audiences films and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
3. It is our professional responsibility to resist the constraint of labeling or pre-judging a film on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
4. It is our professional responsibility to contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

Ann Arbor District Library
Freedom to View

Suggest deletion. This material is covered in Policy 1.5 Freedom to Read by way of, "NOTE: "Books" as used in this statement includes all kinds of materials acquired for library use."

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Ann Arbor District Library
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DRAFT

Ann Arbor District Library
Privacy Statement

This document details the assurances and intentions of the Ann Arbor District Library's (AADL) approach to privacy.

Information Collection and Use

AADL is the sole user of the information collected on our website or at our facilities. We will not sell, share, or rent this information to others in ways different from what is disclosed in this statement. AADL collects information from our users at several different points.

Internet Use

In order to use the Internet stations at an AADL branch, a user must provide his/her name and address and show valid identification. This information is only used in the event that the user breaks one of the AADL rules of behavior during his/her session. The information collected is destroyed daily. No logs are kept as to what content is viewed during a session.

Obtaining a Library Card

In order to obtain a library card, patrons must provide their name and address, as well as one of the following three pieces of information:

- year of birth
- social security number
- driver's license number/MI state ID number

If the social security number is provided, it will only be used if it becomes necessary to disclose this information to a collection agency for the purpose of collecting monies owed the library or recovering unreturned items.

If patrons choose to provide an email address on their library card application, this information will only be used to deliver AADL notices. Email addresses will never be sold to or shared with others.

Minor's Library Records

The person taking financial responsibility for a minor's use of the library by signing the minor's application for a library card shall designate to whom the minor's library record may be released by filling out the Release of Minor Child's Library Record form on that application.

Checking out Materials

When an AADL cardholder checks out an item, that information is recorded for the purpose of determining due dates and overdue fines. Holds are also recorded as part of a cardholder's record. However, when the book is returned, or the reserved item is picked up and returned, this information is removed from the patron's record by default. Patrons may choose to have their checkout history recorded for their own use. This information can only be accessed by the cardholder via aadl.org. Patrons have the ability to delete any or all records from their history, or turn off the recording of checkouts at any time.

Ann Arbor District Library
Privacy Statement

Board Meetings

In order to make a citizen's comment at an AADL Board Meeting, a citizen must present his/her name and address. This is to ensure that the citizen is a member of the district. The information given will not be used in any other way.

Donating to the Library

When a donation is given to AADL, we will record the donor's name, address and amount of gift to comply with AADL auditing procedures and to issue the donor a receipt for tax purposes. This information will never be given or sold to other organizations. Donor information will be used internally to further AADL development efforts.

Comment Cards and Online Forms

When a patron fills out a comment card or online comment form, he/she can optionally provide his/her name, address, and email address. This enables AADL to respond to patron's comments. This information will not be shared or sold to other organizations.

Log Files

When a user visits our website, his/her IP address is recorded. We use this information to analyze trends, administer the site, determine popularity of content, and gather broad demographic information for aggregate use. IP addresses are not linked to personally identifiable information.

Sharing

We may share aggregated information, such as traffic rates and browser types, with the public. This is not linked to any personal information that can identify any individual person.

Links

The AADL web site contains links to other sites. Please be aware that AADL is not responsible for the privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of each and every web site that collects personally identifiable information. This privacy statement applies solely to information collected by AADL.

Newsletter

If a user wishes to subscribe to our newsletter, we ask for contact information such as name and email address.

Surveys

From time-to-time our site requests information from users via surveys or contests. Participation in these surveys or contests is completely voluntary and the user therefore has a choice whether or not to disclose this information. Information requested may include contact information (such as name and shipping address), and demographic information (such as zip code, age level). Survey information will be used for purposes of monitoring or improving the use and satisfaction of AADL.

Ann Arbor District Library
Privacy Statement

Notification of Changes

If we decide to change our privacy policy, we will post those changes on our Homepage so our users are always aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it. If at any point we decide to use personally identifiable information in a manner different from that stated at the time it was collected, we will send a notice to the email addresses given to us by our users. Users will have a choice as to whether or not we use their information in this different manner. We will use information in accordance with the privacy policy under which the information was collected.

CURRENT

Ann Arbor District Library
Privacy Statement

This document details the assurances and intentions of the Ann Arbor District Library's (AADL) approach to privacy.

Information Collection and Use

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In order to use the Internet stations at an AADL branch, a user must provide his/her name and address and show valid identification. This information is only used in the event that the user breaks one of the AADL rules of behavior during his/her session. The information collected is destroyed daily. No logs are kept as to what content is viewed during a session.

Obtaining a Library Card

In order to obtain a library card, patrons must provide ~~their name and address~~ photo ID and proof of current address, ~~as well as one of the following three pieces of information:~~

- ~~• year of birth~~
- ~~• social security number~~
- ~~• driver's license number/MI state ID number~~

~~If the social security number is provided, it will only be used if it becomes necessary to disclose this information to a collection agency for the purpose of collecting monies owed the library or recovering unreturned items.~~

If patrons choose to provide an email address on their library card application, this information will only be used to deliver AADL notices. Email addresses will never be sold to or shared with others.

Minor's Library Records

The person who becomes liable for payment for or return of the materials identified in the library record of taking financial responsibility for a minor's use of the library by signing the minor's application for a library card shall designate to whom the minor's library record may be released by filling out the Release of Minor Child's Library Record ~~form on section on the~~ at application.

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Ann Arbor District Library
Privacy Statement

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Ann Arbor District Library
Internet Use Policy

In keeping with our stated mission, Ann Arbor District Library in accordance to Michigan state laws provides limited public access to the Internet. Public access to the Internet is available to all users of the Ann Arbor District Library on selected computers throughout the Library system. The Library is making the Internet available to the public as an information and educational resource in support of our role as this community's information and lifelong learning center.

Consistent with our mission and the professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as delineated in the American Library Association's Library Bill of Rights in Cyberspace:

- Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation.
- Information retrieved or utilized electronically should be considered constitutionally protected unless determined otherwise by a court with appropriate jurisdiction.
- Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. If a Michigan court decision states that a particular website contains obscene material or sexually explicit material harmful to minors, the Library will block that site.

Users are cautioned that ideas, points of view, and images can be found on the Internet, which are controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary, which may be found on the Internet.

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Library staff have attempted to identify on the Library's home page specific starting points for searches and links to sources on the Internet, which are consistent with the Library's mission and roles. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the Internet change often, rapidly and unpredictably, the Library cannot protect individuals from information and images they might find offensive or disturbing.

Ann Arbor District Library Policy Manual, Policy 2.4: Internet Use
Policy adopted 8/22/96—Resolution 97-026

Revisions adopted 1/20/98—Resolution 97-155; 12/18/00—Resolution 01-165; 3/24/03—Resolution 03-170 and 6/19/06—Resolution 06-201

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Ann Arbor District Library
Internet Use Policy

Our users are required to comply with our Internet Service Provider's Acceptable Use Policy.

Computers available to the public, which can be used to access the Internet, must be shared by library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, customers are asked to be sensitive of others' values and beliefs when accessing potentially controversial information and images. If requested, the Library will provide filtered Internet access on a per session basis.

Users are cautioned that, because security in an electronic environment such as the Internet can not be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Access to stations dedicated to children under 18

Access to the Ann Arbor District Library Youth Department internet stations at the Downtown library are restricted to users aged 14 and under and their parents. Parents must be accompanied by a child.

Child Safety on the Internet

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children, under 18 years of age, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

To assist parents, the Library has available on-line the pamphlet Child Safety on the Information Highway published by the National Center for Missing and Exploited Children. The pamphlet site includes "Guidelines for Parents" and "My Rules for On-line Safety." Parents are encouraged to review this information with their children.

User Responsibilities

All users of the Internet are expected to use this library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner, which respects the rights of others and refrains from activities that prevent others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.

Ann Arbor District Library
Internet Use Policy

- Refraining from illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refraining from altering or damaging software or data residing in the Internet.
- Refraining from the deliberate propagation of computer worms and/or viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

Compliance with the Library Policy and Guidelines

In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Staff Assistance

Computing resources at the Library are self-serve. When time permits, staff will be available to answer specific questions about computer applications and Internet searching.

E-mail

The Library is not able to offer e-mail accounts to library users at this time.

Ann Arbor District Library
Internet Use Policy

In keeping with our stated mission, Ann Arbor District Library in accordance to Michigan state laws provides limited public access to the Internet. Public access to the Internet is available to all users of the Ann Arbor District Library on selected computers throughout the Library system. The Library is making the Internet available to the public as an information and educational resource in support of our role as this community's information and lifelong learning center.

Consistent with our mission and the professional principles of public librarianship, this Internet Use Policy affirms the safeguarding of First Amendment rights, intellectual freedom, equity of access, confidentiality of information about users and their use of all Library resources including electronic, and individual responsibility. The Library affirms the following principles and user rights as delineated in Access to Digital Information, Services and Networks, the an interpretation of the American Library Association's Library Bill of Rights (Adopted January 24, 1996; amended January 19, 2005; and July 15, 2009, by the ALA Council.) in Cyberspace:

- Users' access should not be restricted or denied for expressing, receiving, creating, or participating in constitutionally protected speech.- If access is restricted or denied for behavioral or other reasons, users should be provided due process, including, but not limited to, formal notice and a means of appeal. Electronic information, services, and networks provided by libraries should be readily, equally, and equitably accessible to all library users.
- Information appeal.
- Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction.- These rights extend to minors as well as adults. Libraries and librarians should not deny or limit access to information available via electronic resources because of its controversial content or because of personal beliefs or fears of confrontation
- Libraries should use technology to enhance, not deny, digital access. -Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. -Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. -Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.
- Users have both the right of confidentiality and the right of privacy. -The Library should uphold these rights by policy, procedure, and practice in accordance with "Privacy: An Interpretation of the Library Bill of Rights," and "Importance of Education to Intellectual Freedom: An Interpretation of the Library Bill of Rights;" which can be found on the American Library Association's website <http://www.ala.org/>.
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- Responsibility for, and any restriction of, a child's use of the Internet rests solely with his or her parents or legal guardians.

Ann Arbor District Library Policy Manual, Policy 2.4: Internet Use

Policy adopted 8/22/96—Resolution 97-026

Revisions adopted 1/20/98—Resolution 97-155; 12/18/00—Resolution 01-165; 3/24/03—Resolution 03-170 and 6/19/06—Resolution 06-201

This document was printed on 3/27/08 11/14/14

Ann Arbor District Library
Internet Use Policy

The Library assumes no responsibility for any damages, direct or indirect, arising from its connections to the Internet. The Library makes no guarantees, either expressed or implied, with respect to the quality or content of the information available on the Internet. Not all the information available via the Internet is accurate, current or complete. Users are encouraged to be good information consumers by evaluating the validity of information accessed via the Internet. If a Michigan court decision states that a particular website contains obscene material or sexually explicit material harmful to minors, the Library will block that site.

Users are cautioned that ideas, points of view, and images ~~can be~~ found on the Internet, ~~which are can be~~ controversial, divergent and inflammatory. The provision of access does not mean or imply that the Library endorses or sanctions the content or point of view of any of the information or commentary, which may be found on the Internet.

The Internet offers access to a wealth of information that can be personally, professionally and culturally enriching. Library ~~staff have~~ ~~staff has~~ attempted to identify on the Library's home page specific starting points for searches and links to sources on the Internet, which are consistent with the Library's mission and roles. But, because the Internet is a vast and unregulated information network, it also enables access to ideas, information, images and commentary beyond the confines of the Library's collection, mission, selection criteria and collection development policies. Because of this and the fact that access points on the Internet change often, rapidly and unpredictably, the Library cannot protect individuals from information and images they might find offensive or disturbing.

Our users are required to comply with our Internet Service Provider's Acceptable Use Policy.

Computers available to the public, which can be used to access the Internet, must be shared by ~~L~~library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, customers are asked to be sensitive of others' values and beliefs when accessing potentially controversial information and images. If requested, the Library will provide filtered Internet access on a per session basis.

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- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
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- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
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Compliance with the Library Policy and Guidelines

In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Staff Assistance

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- Information retrieved, utilized, or created digitally is constitutionally protected unless determined otherwise by a court of competent jurisdiction. These rights extend to minors as well as adults.
- Libraries should use technology to enhance, not deny, digital access. Users have the right to be free of unreasonable limitations or conditions set by libraries, librarians, system administrators, vendors, network service providers, or others. Contracts, agreements, and licenses entered into by libraries on behalf of their users should not violate this right. Libraries should provide library users the training and assistance necessary to find, evaluate, and use information effectively.
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Our users are required to comply with our Internet Service Provider's Acceptable Use Policy.

Computers available to the public, which can be used to access the Internet, must be shared by Library users of all ages, background and sensibilities. Since staff cannot consistently and effectively monitor the public's use of the Internet, customers are asked to be sensitive of others' values and beliefs when accessing potentially controversial information and images. If requested, the Library will provide filtered Internet access on a per session basis.

Users are cautioned that, because security in an electronic environment such as the Internet can not be guaranteed, all transactions, files and communications are vulnerable to unauthorized access and use and, therefore, should be considered public.

Access to Stations Dedicated to Children

Access to the Ann Arbor District Library youth Internet stations at the Downtown Library is restricted to users aged 14 and under and their parents. Parents must be accompanied by a child.

Child Safety on the Internet

Parents or guardians are responsible for the Internet information selected and/or accessed by their children. Children, under 18 years of age, who use the Internet unsupervised may be exposed to inappropriate or disturbing information and images. Parents are encouraged to discuss the use of the Internet in relation to family values and boundaries with their children and to monitor their children's use of the Internet.

User Responsibilities

All users of the Internet are expected to use this Library resource in a responsible and courteous way, consistent with the purposes for which it is provided, and to follow all Internet-related rules, regulations and procedures established for its use including, but not limited to, those of the Library. Responsible, courteous use of the Internet includes:

Ann Arbor District Library
Internet Use Policy

- Recognizing that the Internet, like all of the Library's information sources, must be shared and used in a manner which respects the rights of others and refrains from activities that prevent others from using it.
- Using the Library's Internet resources for educational, informational and recreational purposes only.
- Refraining from using the Library's Internet resources to conduct a business or commercial enterprise, or engage in commercial activity such as the distribution of advertising.
- Refraining from illegal or unethical use of the Internet.
- Respecting intellectual property rights by making only authorized copies of copyrighted, licensed or otherwise-controlled software or data residing on the Internet.
- Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; and by not seeking disallowed access to any computer system via the Internet.
- Refraining from damaging or altering the setup of the equipment used to access the Internet at the Library.
- Refraining from altering or damaging software or data residing in the Internet.
- Refraining from the deliberate propagation of computer worms and/or viruses.
- Refraining from the transmission of threatening, harassing or abusive language and images.

Compliance with the Library Policy and Guidelines

In addition to this specified policy, general guidelines for the use of all public-access computers govern the use of the Internet in the Library. Violation of the policies and regulations that govern the use of the Library's Internet resources may result in suspension or loss of the privilege to use these resources. Illegal activity involving the Library's Internet resources will be subject to prosecution by the appropriate authorities.

Ann Arbor District Library
MichNet Acceptable Use Policy

Purpose

The purpose of MichNet is given in Article II of Merit Network Inc.'s Bylaws which state in part that "...in pursuance of its mission in instruction, research, and service... it is the role of Merit as [the operator of] a high-speed digital communications network to contribute broadly to educational and economic development in Michigan ...".

Acceptable Use

This statement represents a guide to the acceptable use of MichNet. Any Member or Affiliate connected to MichNet in order to use the Michigan statewide network or any other networks which are used as a result of their MichNet connection must comply with this policy and the stated purposes and Acceptable Use policies of any other networks or hosts used.

Each Member and Affiliate organization is responsible for the activity of its users and for ensuring that its users are familiar with MichNet Acceptable Use Policy or an equivalent policy. In addition, it is expected that each Member and Affiliate will maintain and enforce its own Acceptable Use policies. At a minimum, Merit expects such policies will include:

1. To respect the privacy of other users; for example, users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or represent themselves another user unless explicitly authorized to do so by that user.
2. To respect the legal protection provided by copyright and license to programs and data.
3. To respect the integrity of computing systems; for example, users shall not intentionally develop programs that harass other users or infiltrate a computer or computing system and/or damage or alter the software components of a computer or computing systems.

The following policies and guidelines will be applied to determine whether or not a particular use of MichNet is appropriate:

1. The intent of this policy is to make clear certain uses which are consistent with the purposes of MichNet, not to exhaustively enumerate all such possible uses.
2. Merit may at any time make determinations that particular uses are or are not consistent with the purposes of MichNet.
3. If a use is consistent with the purposes of MichNet, then activities in direct support of that use will be considered consistent with the purposes of MichNet.
4. Malicious use is not acceptable. Use should be consistent with guiding ethical statements and accepted community standards. MichNet may not be used in ways that violate applicable

Ann Arbor District Library
MichNet Acceptable Use Policy

laws or regulations. Use of MichNet and any attached network in a manner that precludes or significantly hampers use by others is not allowed.

5. Connections which create routing patterns that are inconsistent with the effective and shared use of the network may not be established.
6. Unsolicited advertising is not acceptable. Advertising is permitted on some mailing lists and news groups if the mailing list or news group allows advertising. Announcements of new products or services are acceptable.

Remedial Action

When Merit learns of possible inappropriate use, Merit staff will notify the Member or Affiliate responsible, which must take immediate remedial action and inform Merit of its action. In an emergency, in order to prevent further possible unauthorized activity, Merit may temporarily disconnect that Member or Affiliate from MichNet. If this is deemed necessary by Merit staff, every effort will be made to inform the Member or Affiliate prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe.

Any determination of non-acceptable usage serious enough to require disconnection shall be promptly communicated to every member of the Merit Board of Directors through an established means of publication.

Ann Arbor District Library
MichNet Acceptable Use Policy

Purpose

The purpose of MichNet is given in Article II of Merit Network Inc.'s Bylaws updated July 6, 2007, which state in part that "...In pursuance of its academic mission to support teaching, research, and public service, Merit also provides network-related applications and services. It is the role of Merit as the operator of a high-speed research and education network to contribute broadly to educational and economic development in Michigan, in pursuance of its mission in instruction, research, and service... it is the role of Merit as [the operator of] a high speed digital communications network to contribute broadly to educational and economic development in Michigan...":

Note: The Merit Network Bylaws were updated July 6, 2007. The mentioned above now reads as follows: In pursuance of its academic mission to support teaching, research, and public service, Merit also provides network related applications and services. It is the role of Merit as the operator of a high speed research and education network to contribute broadly to educational and economic development in Michigan.

Merit Acceptable Use Policy

Revised to remove obsolete use of "affiliate", 6 December 2013

Prior version, May 30, 2006

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Each Member organization is responsible for the activity of its users (including guests and other temporary users) and for ensuring that its users are familiar with this policy or an equivalent policy. In addition, each Member is encouraged to maintain and enforce its own Acceptable Use policies. The provisions of this policy govern all use of the Services, including any unsupervised anonymous network access offered by Members.

The following guidelines will be applied to determine whether or not a particular use of the Services is appropriate:

1. Users must respect the privacy of others. Users shall not intentionally seek information on, or represent themselves as, another user unless explicitly authorized to do so by that user. Nor shall Users obtain copies of, or modify files, other data, or passwords belonging to others.
2. Users must respect the legal protection applied to programs, data, photographs, music, written documents and other material as provided by copyright, trademark, patent, licensure and other proprietary rights mechanisms.

Ann Arbor District Library
MichNet Acceptable Use Policy

3. Users must respect the integrity of other public or private computing and network systems. Users shall not intentionally develop or use programs that harass other users or infiltrate any other computer, computing system or network and/or damage or alter the software components or file systems of a computer, computing system or network.
4. Use should be consistent with guiding ethical statements and accepted community standards. Use of the Services for malicious, fraudulent, or misrepresentative purposes is not acceptable.
5. The Services may not be used in ways that violate applicable laws or regulations.
6. The Services may not be used in a manner that precludes or significantly hampers network access by others. Nor may the Services be used in a manner that significantly impairs access to other networks connected to Merit.
7. Connections which create routing patterns that are inconsistent with the effective and shared use of the Services may not be established.
8. Unsolicited advertising is not acceptable. Advertising is permitted on some Web pages, mailing lists, news groups and similar environments if advertising is explicitly allowed in that environment.
9. Repeated, unsolicited and/or unwanted communication of an intrusive nature is strictly prohibited. Continuing to send e-mail messages or other communications to an individual or organization after being asked to stop is not acceptable.

The intent of this policy is to identify certain types of uses that are not appropriate, but this policy does not necessarily enumerate all possible inappropriate uses. Using the guidelines given above, Merit may at any time make a determination that a particular use is not appropriate.

Merit will not monitor or judge the content of information transmitted via the Services, but will investigate complaints of possible inappropriate use. In the course of investigating complaints, Merit staff will safeguard the privacy of all parties and will themselves follow the guidelines given in this policy and in Merit's Privacy Policy. Merit will only release sensitive, confidential or personally identifiable information to third parties when required by law, or when in Merit's judgment, release is required to prevent serious injury or harm that could result from violation of this policy.

Remedial Action

When Merit learns of possible inappropriate use, Merit staff will notify the Member responsible, who must take immediate remedial action and inform Merit of its action. Merit will assist the Member in identifying the nature and source of the inappropriate use and in implementing remedial action if requested. Provided the Member implements remedial action promptly, Merit

Ann Arbor District Library
MichNet Acceptable Use Policy

will take no further action. If Merit is unable to contact the Member, or if the Member is unable to implement remedial action, Merit reserves the right to pursue remedial action independently. Wherever possible, Merit will pursue remedial action with the least impact to the overall service for the Member.

Should the situation be considered an emergency, and Merit deems it necessary to prevent further inappropriate activity, Merit may temporarily disconnect a Member from the network. An emergency is defined as: "Serious security incidents that require immediate attention to prevent harm to an individual, to protect information from loss or damage that would be difficult or impossible to correct or to deal with serious on-going denial of service attacks."

If temporary disconnection is deemed necessary by Merit staff, every effort will be made to inform the Member prior to disconnection, and every effort will be made to re-establish the connection as soon as it is mutually deemed safe.

Any determination of inappropriate use serious enough to require disconnection shall be promptly communicated to every member of the Merit Board of Directors through an established means of publication.

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Ann Arbor District Library
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MichNet Acceptable Use Policy

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Ann Arbor District Library
Policy for Providing Access to Computer-Based Resources

Purpose

The Ann Arbor District Library provides public access to digitized information through a variety of resources in order to assist Library users to do the following:

1. find educational, informational and cultural resources through computers which complement other media in the Library's collection;
2. have opportunities to develop and explore through hands-on experience computer and media technology; and
3. have the opportunity through self-instruction to interact with computers and to learn basic computer concepts.

Library computers and terminals may be used free of charge during regular Library hours (up to 15 minutes before closing in the Computer Center). However, fees for printing will be charged.

The Library reserves the right to establish and implement policies and procedures related to computer use as needed. These may include, but are not limited to: user registration, scheduling, and regulation of use. Such policies and procedures are intended to make such equipment and services available to everyone on an equitable basis, to protect the rights of staff members to conduct Library business, and to safeguard the Library's equipment against misuse or abuse. Users of the equipment are financially liable for any damages inflicted by them on Library equipment or software.

Library staff will provide assistance for basic operating questions and problems with the machinery and in selecting the most appropriate software application.

Ann Arbor District Library
Policy for Providing Access to Computer-Based Resources

Suggest deletion.

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Ann Arbor District Library
Policy for Providing Access to Computer-Based Resources

Suggest deletion.

DRAFT

Ann Arbor District Library
Interlibrary Loan (ILL) Services

Purpose:

Interlibrary Loan (ILL) services at the Ann Arbor District Library assist cardholders in obtaining library materials which are not available in the library's own collection. These services are coordinated by the Adult Services Department. ILL Services are offered subject to the guidelines and limitations outlined below and in accordance with established procedures.

Structure and Scope:

The ILL resources of the Ann Arbor District Library include library cooperative arrangements and an extensive national network of public, academic and special libraries. Access to this service will be provided in the most convenient manner possible for customers.

Costs and Fees:

Interlibrary Loan Services are provided as a free service to cardholders of the Ann Arbor District Library.

Overdue fines on ILL materials are in accordance with the Library's Circulation Department policy.

Replacement costs for unreturned and damaged ILL materials are determined by the lending institutions.

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DRAFT

Ann Arbor District Library
Photocopying and Fax Services and Fees Policy

Most photocopying of Library materials for a customer's use is to be done directly by the customer on copiers provided for that purpose at all Library Branches. When necessary, Library staff will assist customers in learning how to use copiers and to make photocopies. The Library does not provide fax machines for the personal use of the public. The Library will, however, receive faxed documents on a customer's behalf which are located through library research, with appropriate charges levied.

In addition, the Library will photocopy and mail, fax, or when appropriate, E-mail, materials to Library cardholders in reply to requests using the procedures and fees established by Library Administration. The purpose of this activity is to offer the results of quick, "ready-reference" service in a timely and convenient manner to Library customers. The Library is not able to conduct and offer the results of extensive research or fulfill homework assignments in this manner. The Library will not make a profit on articles copied and distributed to customers through this policy.

Out-of-district customers should be encouraged to consult their own local libraries for assistance with obtaining materials directly from them or through inter-library loan. The Library cannot provide general reference service to out-of-district customers unless they come to the Library in person. However, when an individual resides outside the service area and is unable to make copies himself/herself because of distance and has asked for information that in the judgement of the reference librarian is information that is unique to or primarily available solely from this Library, the Library will provide copied materials either by fax or by mail with appropriate fees which will include an hourly rate for staff time, to be set by Library Administration.

The Library will not receive E-mailed documents on behalf of customers. Customers who wish to receive a document by E-mail for downloading or printing at the Library will be instructed in the mechanics of establishing a personal E-mail account.

In all situations, adherence to the Library's Copyright Guidelines, 2.13 proc, will be required. All material photocopied or faxed by staff which is not self-evidently in the public domain must include a copyright warning notice specified by the Library. In addition, all required royalty fees will be collected from the customer and paid through the Copyright Clearance Center, Inc.

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Photocopying and Fees Policy

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Ann Arbor District Library
Circulation

3.1 A Issuance of Library Cards

Application for a new library card may be made at any circulation desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of applicant's age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1 B Resident Library Cards

To borrow from the Library without paying the non-resident fee, a user will be required to prove: residency, property ownership, or employment as instructional staff by the Ann Arbor Public Schools or the Washtenaw Intermediate School District. Procedures for such proof shall be established by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries may obtain a library card at no charge.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries are eligible for a library card at no charge.

Families include immediate family members living at the same address.

3.1Bc Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card at no charge. ("Retiree" includes all former contractual employees, but not those who left the school/library system before retirement.)

Ann Arbor District Library
Circulation

3.1Bd Borrowing Privileges For AAPS and WISD Employees
Non-resident instructional staff of the Ann Arbor Public School District and the Washtenaw Intermediate School District is eligible for a library card at no charge.

3.1C Non-Resident Library Card

Anyone who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident.

The fee for non-resident cards shall be \$150.00 per year for an individual card or for all cards issued to a family living at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

3.1Ca Non-Resident Non-Traditional Families Sharing Living Quarters

Non-married people involved in a committed relationship with each other (and their children, if any) who share living quarters may apply for non-resident family cards. Proof of the same residence will suffice.

3.1Cb Non-Resident Student Teachers

Non-resident student teachers are not eligible for a free library card.

3.1Cc Refunds of Non-Resident Fee

Refunds will be given, if requested, prorated on a quarterly basis

3.1D Organizational Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a free library card.

3.1Da Resident Business Library Cards

A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a library card at no charge.

3.1Db Non-Resident Business Library Cards

Ann Arbor District Library
Circulation

Businesses which are not located in the Ann Arbor District Library boundaries are eligible for a non-resident library card. Same requirements apply as resident business cards.

Membership fee is \$150.00 per year per business.

3.1Dc Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card at no charge.

3.1E Temporary Cards

3.1Ea Temporary Residents (Other Than Shelters)

Residents who are living at hotels or other residences and/or waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy, are eligible for a free library card.

3.1Eb Temporary Addresses

Residents of all other temporary addresses and shelters are eligible for a free library card.

3.1Ec Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries may obtain a temporary library card at no charge.

3.1F MichiCard

The Ann Arbor District Library does not participate in the MichiCard program.

3.1G Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound, is eligible to request Homebound Service.

3.1H Privacy of Patron Records

3.1Ha Michigan Library Privacy Act

The MLPA (amended 1996, Act 188, Imd. Eff. May 8, 1996) provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

Ann Arbor District Library
Circulation

3.1Hb Patron Confidentiality

Access to a patron's record is permitted only to that patron. Access by other individuals is allowed only with the written permission of that patron. Transactions cannot be transferred from one patron record to another, including delinquencies.

Patron's record is not to be used to determine residency for anyone else.

Parents can only be given a total fine amount on their child's record unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.

Unless designated by a RMCLR, titles cannot be given out to a parent, unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.

Books cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Ann Arbor District Library staff will have the capability if requested to globally update account information for cards issued on a single address.

Patrons may opt in to a reading history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1Hc Phone Request For Patron Library Card Information

A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information.

A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.

3.1I Renewal of Library Card

A patron may renew his/her library card by appearing in person at any circulation desk of the Ann Arbor District Library and complying with the renewal procedure.

Ann Arbor District Library
Circulation

3.1J Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout.

3.1K Reference Materials

Reference materials DO NOT CIRCULATE to staff members or patrons, unless the user has special written permission from the department head.

3.1L Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1M Claims Returned

The library allows the use of the “claims returned” function to clear disputed items from a patron’s record. A patron account may have a maximum of 5 “claims returned” items that have not been found and cleared. The “claims returned” function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is “billed”, the “claims returned” function may not be used for that item.

3.1N Lost Material

3.1Na Billed Items

Material that is 45 days overdue is assumed lost, and patrons are billed for the cost of the item(s). Billed materials may not be returned for a refund after payment has been made.

3.1Nb Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to Unique Management for collection when the balance reaches \$40.00 in fines, fees, and/or replacement charges.

3.1Nc Refunds For Lost and Paid Materials

A patron may receive a refund if an item that has been lost and paid for is found and returned within 3 months of the item taking on “lost” status. The item being returned must be in library condition, as determined by the Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1O Renewal of Materials

Library materials checked out Downtown or at the Branch Libraries may be renewed at any circulation desk.

Ann Arbor District Library
Circulation

3.1P Return of Materials

Library materials, except for art prints, may be returned to any branch of the Ann Arbor District Library. Art prints must be returned to the Downtown Circulation Desk.

3.1Q Payment Policy

Borrowing privileges will be suspended on an individual's use of his/her library card once charges of \$10 or more have accrued on that card. Partial payments will be accepted.

3.1R Fines

The Board directs the administration to develop rules and regulations to discourage the careless or malicious damage or destruction of library materials, and to encourage the timely return of materials on loan.

Financial penalties included in these rules and regulations should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor the rules and regulations which shall derive there from should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Books/Cassettes/CDs, Kits, CD-Roms, Books on Cassette, Books on CD, Art Prints, Zoom Lends Rentals, Magazines	\$ 0.25	\$ 10.00
Pamphlets/Maps/Pictures (from picture files)/Reading Group Guidelines	Fine exempt	
Videocassettes and DVDs	\$ 1.00	\$ 10.00

Ann Arbor District Library
Circulation

3.1-A Issuance of Library Cards

Application for a new library card may be made at any ~~circulation~~-public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of ~~applicant's~~ age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1-B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof shall be developed/established by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for/may obtain a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library cards for no fee.

3.1Bd Non-Resident Retired Employee

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—

Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—

Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140

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Ann Arbor District Library
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A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card for no fee. ("Retiree" includes all former ~~contractual~~ W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to, but not those who left the school/library system before retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and/or Physically Disabled @ AADL Patrons and their Families living at the same address

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and/or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for ~~may obtain~~ a temporary library card for no fee.

3.1C Library Cards for a fee

Any person or business that does not qualify for a no fee library card under Section 3.1B of this policy ~~one who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident and is eligible for a non-resident library card. Businesses or non-profit organizations which are not located in the Ann Arbor District Library~~

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—

Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—

Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140

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~~boundaries are eligible for non-resident library cards. Procedures for library card application shall be developed/established by the Circulation Department and approved by the Director.~~

~~The fee for a non-resident library cards shall be \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.~~

~~Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.~~

~~Upon request, Refund a portion of the fee (\$150.00) for an annual non-resident library cards will be refunded/given, if requested, prorated on a quarterly basis for any unexpired quarter.;~~

~~3.1 B Resident Library Cards~~

~~To borrow from the Library without paying the non-resident fee, a user will be required to prove: residency, property ownership, or employment as instructional staff by the Ann Arbor Public Schools or the Washtenaw Intermediate School District. Procedures for such proof shall be established by the Circulation Department and approved by the Director.~~

~~3.1Ba Residents~~

~~Patrons who live within the Ann Arbor District Library boundaries may obtain a library card at no charge.~~

~~3.1Bb Non-Resident Property Owners or Renters~~

~~Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries are eligible for a library card at no charge.~~

~~Families include immediate family members living at the same address.~~

~~3.1Bc Non-Resident Retired Employee~~

~~A retired employee of the Ann Arbor District Library or its predecessor Ann Arbor Public Library, as verified by the District Library's Human Resources office, is eligible for a library card at no charge. ("Retiree" includes all former contractual employees, but not those who left the school/library system before retirement.)~~

Ann Arbor District Library
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~~3.1Bd Borrowing Privileges For AAPS and WISD Employees~~

~~Non-resident instructional staff of the Ann Arbor Public School District and the Washtenaw Intermediate School District is eligible for a library card at no charge.~~

~~3.1C Non-Resident Library Card~~

~~Anyone who lives outside the Ann Arbor District Library boundaries or who does not own or rent property within the Ann Arbor District Library boundaries is considered a non-resident.~~

~~The fee for non-resident cards shall be \$150.00 per year for an individual card or for all cards issued to a family living at the same address.~~

~~Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.~~

~~The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind or Physically Disabled @ AADL and their families living at the same address. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.~~

~~3.1Ca Non-Resident Non-Traditional Families Sharing Living Quarters~~

~~Non-married people involved in a committed relationship with each other (and their children, if any) who share living quarters may apply for non-resident family cards. Proof of the same residence will suffice.~~

~~3.1Cb Non-Resident Student Teachers~~

~~Non-resident student teachers are not eligible for a free library card.~~

~~3.1Cc Refunds of Non-Resident Fee~~

~~Refunds will be given, if requested, prorated on a quarterly basis~~

~~3.1D Organizational Cards~~

~~A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a free library card.~~

~~3.1Da Resident Business Library Cards~~

~~A business or non-profit organization located within the Ann Arbor District Library boundaries is eligible for a library card at no charge.~~

~~3.1Db Non-Resident Business Library Cards~~

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Circulation

~~Businesses which are not located in the Ann Arbor District Library boundaries are eligible for a non-resident library card. Same requirements apply as resident business cards.~~

~~Membership fee is \$150.00 per year per business.~~

~~3.1De Tutor Cards~~

~~Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card at no charge.~~

~~3.1E Temporary Cards~~

~~3.1Ea Temporary Residents (Other Than Shelters)~~

~~Residents who are living at hotels or other residences and/or waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy, are eligible for a free library card.~~

~~3.1Eb Temporary Addresses~~

~~Residents of all other temporary addresses and shelters are eligible for a free library card.~~

~~3.1Ec Hospitalized Individuals~~

~~Individuals hospitalized in facilities within the Ann Arbor District Library boundaries may obtain a temporary library card at no charge.~~

~~3.1DF MichiCardMILibraryCard~~

~~The Ann Arbor District Library does not participate in the MichiCardMILibraryCard program.~~

~~3.1EG Homebound Patrons~~

~~Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound, is eligible to request Homebound Service.~~

~~3.1FH Privacy of Patron Records~~

~~3.1FH a Michigan Library Privacy Act (MLPA)~~

~~The MLPA (MCL 397.601 et seq. amended 1996, Act 188, Imd. Eff. May 8, 1996) Section 3 provides:~~

~~"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record~~

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to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1 FHb Patron Confidentiality of Library Record

~~Absent a court order, Access to documents, records or other information retained by the Ann Arbor District Library information in a patron's record that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library ("Library Record") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record is permitted only to that patron. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.~~

~~A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.~~

~~Transactions cannot be transferred from one patron record to another, including delinquencies fines or fees.~~

~~A Ppatron's record is not to be used to determine residency for anyone else.~~

~~Parents can only be given a total fine amount on their child's record unless a signed Release of Minor Child's Library Record (RMCLR) is on file. Individuals designated by the RMCLR may be given additional information about a child's record.~~

~~A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.~~

~~Unless designated by a RMCLR, titles cannot be given out to a parent, unless the child is present or verbally gives their approval over the telephone. A printout of the child's record or receipts for lost items which have been paid by the parent must be mailed to the child.~~

~~Books Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick~~

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up material 'on hold' provided the material is checked out to the requesting patron.

~~Ann Arbor District Library staff will have the capability if requested to globally update account information for cards issued on a single address.~~

Patrons may opt in to a checkoutreading history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

~~3.1H Phone Request For Patron Library Card Information~~

~~A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information.~~

~~A parent may request information about a child's card, but information is limited to fine totals or to the number of overdue items unless there is a signed RMCLR allowing that parent access to the child's library record on file. A printout of the child's complete record may be mailed to the child.~~

~~3.1G~~ Renewal of Library Card

A patron may renew his/her library card by appearing in person at any circulation-public service desk of the Ann Arbor District Library and complying with the renewal procedure.

~~3.1H~~ Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

~~3.1K~~ Reference Materials

Reference materials ~~do not DO NOT CIRCULATE~~ circulate to staff members or patrons ~~, unless the user has special~~ without written permission from ~~the a~~ department manager or supervisorhead.

~~3.1L~~ Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

~~3.1M~~ Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron

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of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1NL Lost Material

3.1NLa Refunds For "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned within three (3) months after being designated as "lost" or "billed" by the Library status. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

Billed Items

Material that is 45 days overdue is assumed lost, and patrons are billed for the cost of the item(s). Billed materials may not be returned for a refund after payment has been made.

3.1NLb Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library Unique Management for collection when there is an unpaid balance of reaches \$40.00 or more of fines, fees, and/or replacement charges.

3.1NLc Refunds For Lost and Paid Materials

A patron may receive a refund if an item that has been lost and paid for is found and returned within 3 months of the item taking on "lost" status. The item being returned must be in library condition, as determined by the Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1OM Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed at any circulation public service desk.

3.1PN Return of Materials

Library materials, except for art prints, may be returned to any branch of the Ann Arbor District Library location. Art prints must be returned to the Downtown Circulation Desk.

3.1QO Payment Policy

Borrowing privileges under will be suspended on an individual's use of his/her library card will be suspended once the amount owed on the card exceeds \$10 charges of \$10 or more have accrued on that card. Partial payments will be accepted.

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3.1 RP Fines

~~Library Administration is authorized to~~ ~~The Board directs the administration to~~ develop ~~operational policies rules and regulations~~ to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in ~~this policy~~ ~~se rules and regulations~~ or any procedures ~~developed by the Library and approved by the Library Director~~ should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy ~~nor any procedures developed by the Library to implement it~~ ~~nor the rules and regulations which shall derive there from~~ should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
All other materials	\$0.25	\$10.00

3.1 P Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$40.00 or more of fines, fees, and/or replacement charges.

~~Books/Cassettes/CDs, Kits, CD Roms,~~

~~Books on Cassette, Books on CD,~~

~~Art Prints, Zoom Lends Rentals,~~

~~Magazines~~ \$ 0.25 \$ 10.00

~~Pamphlets/Maps/Pictures~~

~~(from picture files)/Reading~~

~~Group Guidelines~~ Fine exempt

~~Videocassettes and DVDs~~ \$ 1.00 \$ 10.00

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3.1A Issuance of Library Cards

Application for a new library card may be made at any public service desk of the Ann Arbor District Library.

The Ann Arbor District Library issues resident and non-resident library cards to patrons regardless of age.

3.1Aa Persons Under 18 Years of Age

Must have application signed by parent or an adult acting 'in loco parentis' for the minor.

A library card may be issued to anyone (babies included) regardless of age.

The person who signs the library card application for a child under the age of 18 years is responsible for any outstanding fines, bills or overdue material on the child's library card.

3.1B Individual Library Cards Issued for no fee

To borrow materials from the Library without paying the non-resident fee, users will be required to prove they qualify for one of the categories listed below. Procedures for such proof are developed by the Circulation Department and approved by the Director.

3.1Ba Residents

Patrons who live within the Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bb Non-Resident Property Owners or Renters

Property owners or renters (and their families) who do not reside within the Ann Arbor District Library boundaries, but who own or rent property within the Ann Arbor District Library boundaries, are eligible for a library card for no fee.

Families include persons living at the same address.

3.1Bc Resident Business Library Cards

Businesses or non-profit organizations located within the Ann Arbor District Library boundaries are eligible for library cards for no fee. Any W-2 employee of such a business or non-profit organization may use the resident business library card for no fee.

3.1Bd Non-Resident Retired Employee

A retired employee of the Ann Arbor District Library or its predecessor the Ann Arbor Public Library, as verified by the District Library's Human Resources

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office, is eligible for a library card for no fee. ("Retiree" includes all former W-2 employees of the Library as defined in this section who did not separate from employment with the Library prior to retirement.)

3.1Be K-12 Instructional Staff and Students

Non-resident instructional staff and students of State approved schools serving students in grades K-12 located within Ann Arbor District Library boundaries are eligible for a library card for no fee.

3.1Bf Washtenaw Library for the Blind and Physically Disabled @ AADL Patrons and their Families

The fee for a non-resident card will be waived for individual non-residents who qualify for services through the Washtenaw Library for the Blind and Physically Disabled @ AADL and their families. All circulation policies will apply to this non-resident card including, but not limited to, issuance of cards, collection of fines, circulation of materials, renewal of materials, and lost materials.

Families include persons living at the same address.

3.1Bg Tutor Cards

Any non-resident tutor who brings a letter from a licensed non-profit tutoring organization may be issued a library card for no fee.

3.1Bh Temporary Residents

Residents who are living at hotels, shelters, or other residences within the Ann Arbor District Library boundaries and/or are waiting until new homes in the Ann Arbor District Library boundaries are ready for occupancy are eligible for a temporary library card for no fee.

3.1Bi Hospitalized Individuals

Individuals hospitalized in facilities within the Ann Arbor District Library boundaries are eligible for a temporary library card for no fee.

3.1C Library Cards for a fee

A person or business that does not qualify for a no fee library card under Section 3.1B of this policy is eligible for a non-resident library card. Procedures for library card application are developed by the Circulation Department and approved by the Director.

The fee for a non-resident library card is \$150.00 per year for an individual card or for all cards issued to people living or employees working at the same address.

Quarterly payment of \$37.50 is the minimum that will be accepted. Cards issued with quarterly payment will expire at the end of the paid current quarter.

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Upon request, a portion of the fee (\$150.00) for an annual non-resident library card will be refunded prorated on a quarterly basis for any unexpired quarter.

3.1D MILibraryCard

The Ann Arbor District Library does not participate in the MILibraryCard program.

3.1E Homebound Patrons

Any resident of the Ann Arbor District Library boundaries who is temporarily or permanently homebound is eligible to request Homebound Service.

3.1F Privacy of Patron Records

3.1Fa Michigan Library Privacy Act (MLPA)

The MLPA (MCL 397.601 *et seq.*) Section 3 provides:

"Unless ordered by a court after giving the affected library notice of the request and an opportunity to be heard thereon, a library or an employee or agent of the library shall not release or disclose a library record or portion of a library record to any person without the written consent of the person liable for payment for or return of the materials identified in that library record."

3.1Fb Confidentiality of Library Record

Absent a court order, documents, records or other information retained by the Ann Arbor District Library that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library ("Library Record") may only be disclosed or released by the Library to the patron or to another person with the written consent of the patron or a person designated in writing by person liable for payment for or return of the materials identified in that library record. A patron may request information about his/her library card record over the telephone. (S)/he must provide his/her borrower ID number or identifying information. Access by other individuals is allowed only with the written permission of that patron.

A Library Record is not subject to disclosure under the Michigan Freedom of Information Act.

Transactions cannot be transferred from one patron record to another, including fines or fees.

A patron's record is not to be used to determine residency for anyone else.

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Materials cannot be checked out to a patron without that patron's permission; possession of another patron's library card or valid picture I.D. implies permission to use the card. Patrons may designate another person to pick up material 'on hold' provided the material is checked out to the requesting patron.

Patrons may opt in to a checkout history service. Access to the history will be online only. Staff will not be able to retrieve or reproduce the reading histories.

3.1G Renewal of Library Card

A patron may renew his/her library card by appearing in person at any public service desk of the Ann Arbor District Library and complying with the renewal procedure.

3.1H Circulation of Material

Materials are circulated to patrons of the Ann Arbor District Library who have been issued library cards. The patron's card must be current and have no delinquencies which would stop checkout of Library materials.

3.1I Reference Materials

Reference materials do not circulate to staff members or patrons without permission from a department manager or supervisor.

3.1J Stolen Items

Library materials stolen from a patron remain the responsibility of the patron. A receipt may be offered to the patron for insurance purposes.

3.1K Claims Returned

The Library allows the use of the "claims returned" function to clear disputed items from a patron's record. A patron account may have a maximum of 5 "claims returned" items that have not been found and cleared. The "claims returned" function absolves the patron of responsibility for the item including responsibility for the replacement cost if the item is never found. Once the patron has been billed for an item and the item status is "billed", the "claims returned" function may not be used for that item.

3.1L Refunds for "Lost" or "Billed" Materials

A patron may receive a refund for payment of a "lost" or "billed" item that is returned within three (3) months after being designated as "lost" or "billed" by the Library. The item being returned must be in library condition, as determined by a Circulation Supervisor. The amount of the refund will be the amount paid for the item minus the maximum overdue fine.

3.1M Renewal of Materials

Eligible Library materials checked out Downtown or at the Branch Libraries may be renewed at any public service desk.

Ann Arbor District Library Policy Manual, Policy 3.1: Circulation

Policy adopted 12/12/95—Resolution 96-034

Revisions adopted on 1/30/96—Resolution 96-102, 2/13/96—Resolution 96-102, 11/18/96—Resolution 97-108, 8/18/97—

Resolution 98-036, 9/15/97, 3/16/98—Resolution 98-158, 3/13/00—Resolution 00-144, 1/9/01—Resolution 01-114, 9/11/01—

Resolution 01-233, 10/8/01, 12/15/03—Resolution 04-113, 6/20/05, 6/19/06—Resolution 06-201, and 1/26/09—Resolution 09-140

This document was printed on 1/14/14

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Ann Arbor District Library
Circulation

3.1N Return of Materials

Library materials may be returned to any Ann Arbor District Library location.

3.1O Payment Policy

Borrowing privileges under an individual's library card will be suspended once the amount owed on the card exceeds \$10. Partial payments will be accepted.

3.1P Fines

Library Administration is authorized to develop operational policies to discourage the careless or malicious damage or destruction of Library materials, and to encourage the timely return of materials on loan.

Financial penalties included in this policy or any procedures developed by the Library and approved by the Library Director should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor any procedures developed by the Library to implement it should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

Fines are calculated from the date due.

Fines cannot be collected before an item is returned or renewed.

<u>MATERIALS</u>	<u>DAILY FINE</u>	<u>MAXIMUM FINE</u>
Videos and Tools	\$1.00	\$10.00
All other materials	\$0.25	\$10.00

3.1 P Collection of Fines, Fees, Replacement Charges

Patron accounts will be sent to a commercial collection agency designated by the Ann Arbor District Library for collection when there is an unpaid balance of \$40.00 or more of fines, fees, and/or replacement charges.

Ann Arbor District Library
Confidentiality Policy
Disclosure of Patron Registration Information

It is the policy of the Ann Arbor District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the library shall be released or disclosed only as provided herein.

All patron information shall be treated by the staff of the Ann Arbor District Library as confidential, including name, address, phone number, and any other information provided on the patron's registration form. This policy also prohibits disclosure of whether or not a person has a library card.

1. Registration Records: This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see Policy 3.1H: Privacy of Patron Records.
2. Notification of the Library Director: Any employee of the Ann Arbor District Library who receives a request, or who is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.
3. Action by the Library Director: The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and the Michigan Freedom on Information Act, 1976 District Act 442, MCL 15.231 - 15.246.
4. Requests for Registration Information: The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Library Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library board to be "information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.243 (1).
5. Freedom of Information Act Requests for Registration Information: The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information. See policy 3.3 Freedom of Information Act: Denial for Request for Information.

Ann Arbor District Library
Confidentiality Policy
Disclosure of Patron Registration Information

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Ann Arbor District Library
Confidentiality Policy
Disclosure of Patron Registration Information

It is the policy of the Ann Arbor District Library to preserve the confidentiality of the registration records of its patrons to the fullest extent permitted by law. To that end, the registration records of the Library shall be released or disclosed only as provided herein.

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3. Action by the Library Director: The Library Director, in a timely manner, shall review all requests and orders, consult with the Library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and the Michigan Freedom of Information Act, 1976 District Act 442, MCL 15.231 - 15.246.
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5. Freedom of Information Act Requests for Registration Information: The Library Director shall deny, in writing, any designated "Freedom of Information Act" request for the release or disclosure of confidential patron registration information. See Policy 3.3: Freedom of Information Act: Denial of Request for Information.

Ann Arbor District Library
Requests for Access to Records from the General Public

These regulations and procedures are in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976, the "Freedom of Information Act."

An opportunity to inspect the records of the Ann Arbor District Library and/or receive copies of the records will be provided upon oral or written request from any person or group of persons. Every effort will be expended to provide public access to appropriate records in a manner conducive to good public relations.

Records specifically described in Section 13 of P.A. 442 shall be exempt from disclosure. Such records include, but are not limited to:

- Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- Records or information specifically described and exempted from disclosure by statute.
- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
- Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- Medical, counseling, or psychological facts, or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in P.A. 442, Section 13(n).
- Information the release of which would prevent the public body from complying with the Federal Family Education Rights and Privacy Act of 1974.
- Information or records subject to the attorney-client privilege, the physician-patient privilege, or the psychologist-patient privilege.

Ann Arbor District Library
Requests for Access to Records from the General Public

The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny. The listing appears on the reverse side of the "Request for Records Form."

Units Involved

All Ann Arbor District Library units

Forms

The following forms shall be used to implement requests for disclosure of library records.

1. Request for Records Form.
2. Denial of Request Form Letter.
3. Request Compliance and Charge Slip Letter.

Procedure

- A. All requests to inspect the records of the Ann Arbor District Library shall be made to the central office of the library at 343 South Fifth Avenue. Whether oral or written, the requests shall be referred on the day received to a designated building administrator on the Request for Library District Records Form, for reply. Pertinent information or correspondence regarding their request shall be included. Requests shall sufficiently describe the record to enable library officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records. Nothing in this procedure shall imply that routine, day-to-day inquiries to the library for information must be subject to these procedures.
- B. The building administrator or designee shall maintain a file of requests received, showing the nature and date of the request, and manner and date of final response to the request.
- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than then business days has been issued a waiver of the time limits has been agreed to in writing by the requesting person, the building administrator or designee shall render one of the following responses:
 1. Grant the request. The "Request for Library Records Form" shall be sent to the person who maintains the record requested for response as directed on the form.
 2. Issue a written notice using "Denial of Request for Library Records Letter" to the requesting person denying the request. A denial of the request shall be signed by the administrator or designee and state the reason for the denial, including an explanation of the requesting person's right to seek judicial review of the decision. Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.

Ann Arbor District Library
Requests for Access to Records from the General Public

3. Grant the request in part and issue a written notice to the requesting person denying such request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the non-exempt material offered for inspection. A general description of the separated or deleted information shall be provided to the requesting person.
- D. Upon receipt of "Request for Library Record Form," by the person maintaining the requested record the request shall be filled in one or more of the following ways:
 1. Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person. Original records shall not be removed from the area provided for inspection and note taking.
 2. Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates his/her inability to pay or receipt of public assistance.
 3. Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.
 4. Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.
- E. The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.
- F. The individual filing the request shall return the completed form, "Request for Library Records," to the building administrator or designee, indicating their request has been complied with.
- G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the library may also wish to publish them in the library newsletter).

Ann Arbor District Library
Requests for Access to Records from the General Public

These regulations and procedures are in compliance with state and federal statutes, including Public Act No. 442 of the Michigan Public Acts of 1976, the "Freedom of Information Act."

An opportunity to inspect the records of the Ann Arbor District Library and/or receive copies of the records will be provided upon oral or written request from any person or group of persons. Every effort will be expended to provide public access to appropriate records in a manner conducive to good public relations.

Records specifically described in Section 13 of P.A. 442 shall be exempt from disclosure. Such records include, but are not limited to:

- Information of a personal nature where the public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy.
- Records or information specifically described and exempted from disclosure by statute.
- A bid or proposal by a person to enter into a contract or agreement, until the time for the public opening of bids or proposals, or if a public opening is not to be conducted, until the time for the receipt of bids or proposals has expired.
- Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
- Test questions and answers, scoring keys, and other examination instruments or data used to administer a license, public employment, or academic examination, unless the public interest in disclosure under this act outweighs the public interest in nondisclosure.
- Medical, counseling, or psychological facts, or evaluations concerning an individual if the individual's identity would be revealed by a disclosure of those facts or evaluation.
- Communications and notes within a public body or between public bodies of an advisory nature to the extent that they cover other than purely factual materials and are preliminary to a final agency determination of policy or action. Instances where this exemption shall not apply are specifically described in P.A. 442, Section 13(n).
- Information the release of which would prevent the public body from complying with the Federal Family Education Rights and Privacy Act of 1974.
- Information or records subject to the attorney-client privilege, the physician-patient privilege, or the psychologist-patient privilege.

The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny. ~~The~~

Ann Arbor District Library
Requests for Access to Records from the General Public

~~listing appears on the reverse side of~~ as part of the “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records” ~~f~~Form.”

Units Involved

All Ann Arbor District Library units

Forms

The following forms shall be used to implement requests for disclosure of HLibrary records.

1. Ann Arbor District Library Freedom of Information Act Response to Request for Public Records Form.
2. Denial of Request Form Letter.
3. Request Compliance and Charge Slip Letter~~Statement of Fees for Freedom of Information Act Requests.~~

Procedure

- A. All requests to inspect the records of the Ann Arbor District Library shall be made to the central office of the HLibrary at 343 South Fifth Avenue. Whether oral or written, the requests shall be referred on the day received to ~~a designated building administrator~~ the Library Director or AADL designee Administration on the Request for Library District Records Form, for reply. Pertinent information or correspondence regarding the request shall be included. Requests shall sufficiently describe the record to enable Library officials to identify and find the record. Separate requests shall be made for each record desired and separate forms shall be filed. If a request is made over the phone, the person receiving the request will inform the person making the request of the guidelines for determining charges for providing records. Nothing in this procedure shall imply that routine, day-to-day inquiries to the HLibrary for information must be subject to these procedures.
- B. ~~The building administrator~~ The Library Director Administration or designee shall maintain a file of requests received, showing the nature and date of the request, and manner and date of final response to the request.
- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than ~~ten~~ ten business days has been issued, a waiver of the time limits has been agreed to in writing by the requesting person, ~~the building administrator~~ the Administration Library Director or designee shall render one of the following responses:
 - ~~C.~~
 1. Grant the request. The “Request for Library Records Form” shall be sent to the person who maintains the record requested for response as directed on the form.
 - ~~2.~~
 2. Issue a written notice using “Denial of Request for Library Records Letter” to the requesting person denying the request. A denial of the request shall be signed by the Library Director administrator or ~~of~~ designee and state the reason for the denial, including an explanation of the requesting person’s right to seek judicial review of the decision.

Ann Arbor District Library
Requests for Access to Records from the General Public

Failure to properly respond to the request constitutes a denial and allows the requester to initiate court action to compel disclosure.

MARKUP

Ann Arbor District Library
Requests for Access to Records from the General Public

~~3-3.~~ Grant the request in part and issue a written notice to the requesting person denying ~~such the~~ request in part. Material which is partially exempt and partially subject to disclosure shall be separated or deleted and the non-exempt material offered for inspection. A general description of the separated or deleted information shall be provided to the requesting person.

D. Upon receipt of "~~Request for Library Record Form,~~" the request by the person maintaining the requested record the request shall be filled in one or more of the following ways:

~~D.~~

1. Providing reasonable opportunity and facilities for inspecting and taking notes from the records for the requesting person. Original records shall not be removed from the area provided for inspection and note taking.

~~1.~~

2. Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates ~~his/her~~ inability to pay or receipt of public assistance.

~~2.~~

3. Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.

~~3.~~

4. Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.

~~4.~~

E. The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.

~~E.~~

F. The individual filing the request shall return the completed appropriate form(s), "Ann Arbor District Library Freedom of Information Act Response to Request for Public RecordsRequest for Library Records," and/or "Statement of Fees for Freedom of Information Act Requests" - to ~~the building administrator~~ the Library Director or designee, indicating their request has been complied with.

~~F.~~

G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the Library may also wish to publish them in the Hlibrary newsletter).

Ann Arbor District Library
Requests for Access to Records from the General Public

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- Appraisals of real property to be acquired by the public body until (i) an agreement is entered into; or (ii) three years have elapsed since the making of the appraisal, unless litigation relative to the acquisition has not yet terminated.
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The Director, with advice or legal counsel, has prepared a listing for public use of the most common records which are open to public scrutiny or are exempt from public scrutiny as part of

Ann Arbor District Library
Requests for Access to Records from the General Public

the “Ann Arbor District Library Freedom of Information Act Response to Request for Public Records” form.

Forms

The following forms shall be used to implement requests for disclosure of Library records.

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2. Denial of Request Form Letter.
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- C. Immediately, but not more than five business days after the request has been made, unless a single extension of not more than ten business days has been issued, a waiver of the time limits has been agreed to in writing by the requesting person, the Library Director or designee shall render one of the following responses:
 1. Grant the request. The “Request for Library Records Form” shall be sent to the person who maintains the record requested for response as directed on the form.
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Ann Arbor District Library
Requests for Access to Records from the General Public

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- D. Upon receipt of the request by the person maintaining the requested record the request shall be filled in one or more of the following ways:
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 2. Providing copies of the records if so requested. If a fee is charged, the copy of the record shall not be released until the fee has been received or the person making the request demonstrates inability to pay or receipt of public assistance.
 3. Honoring requests for records which are issued on a regular basis (such as minutes of Board meetings) on a six-month renewable subscription basis. A listing of the requester's name, address, record subscribed to, charge, and expiration date of the subscription shall be maintained by the person issuing the record.
 4. Determining the actual cost of mailing, duplication, search, and/or compiling the record. No charge for the first \$20.00 of a fee may be made to an individual who proves indigence or receipt of public assistance. State guidelines for determining free and reduced cost meals to families shall be used as guidelines to determine indigence. At the discretion of the Director or designee, charges may be waived if providing the service free is in the public interest.
- E. The person filling the request shall compute the charges, collect the funds and deposit the money in the building miscellaneous revolving account.
- F. The individual filing the request shall return the completed appropriate form(s), "Ann Arbor District Library Freedom of Information Act Response to Request for Public Records," and/or "Statement of Fees for Freedom of Information Act Requests" to the Library Director or designee, indicating their request has been complied with.
- G. Copies of this procedure shall be posted at each office from which records may be requested. (As an option, the Library may also wish to publish them in the Library newsletter).

Ann Arbor District Library
Release of Minor Child's Library Records

[Under section 3 of the Michigan Library Privacy Act, MLC 397.601 et seq., a library may not release a minor child's library records unless a parent or legal guardian of the minor child completes and signs this form.]

Name of minor child: _____

I hereby declare that:

- (1) I am the mother / father / legal guardian (circle one) of the above-named minor child; and
- (2) I accept full responsibility for return of library materials checked out by the above-named child, as well as liability for payment for the child's overdue fines and damaged or lost materials; and
- (3) I give consent for the release of the child's library records to:

_____ (name of third party - write "self" if the records are to be released to the signing parent or guardian).

Signature: _____

Date: _____

Witness: _____

Library employee signature

Ann Arbor District Library
Release of Minor Child's Library Records

Suggest deletion. Covered in 3.1Fb.

~~[Under section 3 of the Michigan Library Privacy Act, MLC 397.601 et seq., a library may not release a minor child's library records unless a parent or legal guardian of the minor child completes and signs this form.]~~

Name of minor child: _____

I hereby declare that:

- ~~(1) I am the mother / father / legal guardian (circle one) of the above named minor child; and~~
- ~~(2) I accept full responsibility for return of library materials checked out by the above named child, as well as liability for payment for the child's overdue fines and damaged or lost materials; and~~
- ~~(3) I give consent for the release of the child's library records to:~~

_____ (name of third party write "self" if the records are to be released to the signing parent or guardian).

Signature: _____ Date: _____

Witness: _____

_____ Library employee signature

Ann Arbor District Library
Release of Minor Child's Library Records

Suggest deletion. Covered in 3.1Fb.

DRAFT

Ann Arbor District Library
Fines for Damaged or Lost Materials

The District Library Board directs the administration to develop rules and regulations to discourage the careless or malicious damage or destruction of library materials, and to encourage the timely return of materials on loan.

Financial penalties included in these rules and regulations should not exceed the cost of replacing or repairing the damaged or overdue materials.

Neither this policy nor the rules and regulations which shall derive therefrom should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.

CURRENT

Ann Arbor District Library
Fines for Damaged or Lost Materials

The same verbiage is in 3.1 P. Suggest Deletion

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~~Financial penalties included in these rules and regulations should not exceed the cost of replacing or repairing the damaged or overdue materials.~~

~~Neither this policy nor the rules and regulations which shall derive therefrom should be construed as abrogation of the right to prefer legal charges against individuals perpetuating acts of vandalism or theft.~~

Ann Arbor District Library
Fines for Damaged or Lost Materials

The same verbiage is in 3.1 P. Suggest Deletion

DRAFT

Ann Arbor District Library
Display and Distribution of Materials by Outside Groups

It shall be the policy of the Ann Arbor District Library:

1. To strive to represent all viewpoints in its collection. To this end it welcomes individual copies of any books, pamphlets or other materials provided by outside groups for possible inclusion in the library collection, consistent with its needs and balance.
2. To avoid the promotion of particular beliefs or views. Display or distribution of materials by outside groups does not imply sanction or agreement with the materials by the Ann Arbor District Library.
3. To serve as an information center providing needed and wanted information to the community. Thus, it is the goal of this display and distribution policy to provide materials of an informative nature rather than to further the causes of any individual group.
4. To publicize, through the posting of posters, flyers, etc., meetings and other events sponsored by non-profit organizations. This privilege is open to all groups, regardless of political, religious or moral ideology.
5. To serve as a distribution facility for publications of groups and organizations such as the Ann Arbor School District; national, state and local governmental agencies; quasi-public and social agencies such as the League of Women Voters, Chamber of Commerce and agencies of the United Way; special interest organizations; service clubs; and publications written, published, sponsored or co-sponsored by the Ann Arbor District Library. This policy excludes materials of a politically partisan nature or that promote a profit-making organization.

Nothing in this policy shall authorize the distribution of materials by hand to patrons using the library.

It should be noted that library display space is limited and therefore distribution of these materials must be in accordance with that limitation.

Exceptions to this policy must be approved by the Director of the Ann Arbor District Library.

Ann Arbor District Library
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It should be noted that Library display space is limited and therefore distribution of these materials must be in accordance with that limitation.

Exceptions to this policy must be approved by the Director of the Ann Arbor District Library.

Ann Arbor District Library
Business Use of Facilities

It shall be the policy of the Ann Arbor District Library Board to grant and encourage maximum use of library grounds or building facilities of the district to responsible organizations located in the district or to groups of at least seven (7) citizens of the district for use as community or recreation centers for the entertainment and education of the people, including the adults and children of school age, and for the discussion of topics tending to the development of personal character and of civic welfare. Such occupation and use shall not be permitted to seriously infringe upon the original and necessary uses of the properties.

The regulations prescribed by the District Library Board for occupancy and use of the properties shall be those approved by the Board on the date of the adoption of this Policy and which shall be incorporated in the Administrative Regulations.

Statutory Reference: MCL 380.1268

Ann Arbor District Library
Business Use of Facilities

Suggest deletion. It pertained to schools, not District Libraries; it was repealed; and meeting room content is covered in 4.1 Meeting Room Use.

~~It shall be the policy of the Ann Arbor District Library Board to grant and encourage maximum use of library grounds or building facilities of the district to responsible organizations located in the district or to groups of at least seven (7) citizens of the district for use as community or recreation centers for the entertainment and education of the people, including the adults and children of school age, and for the discussion of topics tending to the development of personal character and of civic welfare. Such occupation and use shall not be permitted to seriously infringe upon the original and necessary uses of the properties.~~

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~~Statutory Reverence: MCL 380.1268~~

~~<http://www.legislature.mi.gov/%28S%28jtihu145g01w242ubidv5bbo%29%29/printDocument.aspx?objectName=mcl-chap380&version=txt>~~

~~**380.1268 Repealed. 1995, Act 289, Eff. July 1, 1996.**~~

~~**Compiler's Notes:** The repealed section pertained to school property as community or recreation center.
Popular Name: Act 451~~

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Ann Arbor District Library
Business Use of Facilities

Suggest deletion. It pertained to schools, not District Libraries; it was repealed; and meeting room content is covered in 4.1 Meeting Room Use.

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380.1268 Repealed. 1995, Act 289, Eff. July 1, 1996.

Compiler's Notes: The repealed section pertained to school property as community or recreation center.
Popular Name: Act 451

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Ann Arbor District Library
Rules of Behavior

Behavior in the Public Sectors of the Ann Arbor District Library

According to Michigan Statutes, the Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt (MCL 397.206). Such exclusion from this Library shall occur on the orders of the Director or Director's designee. In this document, "withholding of Library privileges" is defined as meaning that an individual may not enter or use the Library.

Behavior prohibited by Ann Arbor City Charter and Ordinances, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.

The Ann Arbor District Library reserves the right to establish and implement policies and procedures as needed, including, but not limited to: user registration; scheduling and regulating use of audio, video, and computer equipment; scheduling and collecting fees for public use of meeting rooms; regulating usage of any Library property and materials, including without limitation, specialized equipment and/or services provided by the Library and made available to the public. Such policies and procedures are intended to make Library property and/or services available to everyone on an equitable basis, to protect the rights of staff members to conduct Library business, and to safeguard the Library's property against misuse or abuse.

The Ann Arbor District Library Board hereby adopts the Rules of Behavior attached to this declaration of policy, and directs the Library Director to institute the necessary proceedings of enforcement. The Library Director is further authorized to propose additional Rules of Behavior to the Board as the need may arise.

In addition, the Ann Arbor District Library:

1. Prohibits the consumption or possession of alcoholic beverages on Library property.
2. Prohibits smoking on Library property, or in any other designated NO SMOKING area.
3. Bans all weapons from Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR SIX MONTHS.

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

Ann Arbor District Library
Rules of Behavior

4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.
5. Prohibits the disturbance of other Library patrons and staff, or interfere with other Library patrons or staff's use of the facilities through extremely poor personal hygiene.
6. Prohibits foods in the Library except in designated areas. Beverages in covered containers are permissible.
7. Prohibits sleeping on Library property.
8. Prohibits the use of roller skates, roller blades, or skateboards on Library property.
9. Prohibits patrons from bringing bicycles into the Library buildings, securing bicycles to the handicapped ramp railing at any entrance or exit, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
10. Prohibits all campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or other speech or conduct, which results in the disruption of normal Library activities.
11. Prohibits board games, gambling, card playing, or other games of chance or skill on Library property, except patrons may play board games when such games are provided by the Library as part of an organized activity.
12. Bans conversation and other sounds in louder volume than the general noise level of the area.
13. Bans animals from the Library and entrance/exit areas except those used to assist the handicapped.
14. Prohibits loitering in areas posted as "No Loitering."

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: ONE WARNING, THEN OUT FOR THE DAY.

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE MONTH.

SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Ann Arbor District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

Persons whose library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the library Board of Trustees by appearing in person during the Citizens' Comments portion of the agenda at a special or regularly-scheduled Board meeting. This appearance must be within sixty days after the Library's mailing of notice of withholding of privileges. Such persons' suspension from library premises shall be rescinded for the limited purpose of attending any Board meeting necessary to hear their appeal. To ensure such persons sufficient time to address the Board, time limits placed on Citizens' Comments shall be extended at the discretion of the Board. The Board shall hear the appeal, and respond in writing within 10 days.

Ann Arbor District Library Policy Manual, Policy 5.1: Behavior in Public Sectors of the Ann Arbor District Library
Policy adopted 12/12/95—Resolution 96-034

Revisions adopted 8/1/97—Resolution ?; 12/98—Resolution 99-111; 10/20/03—Resolution 04-082; 9/20/04—Resolution 05-037
and 1/28/08—Resolution 08-127

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Ann Arbor District Library
Rules of Behavior

Behavior in the Public Sectors of the Ann Arbor District Library

~~According to Michigan~~ The Board of Trustees of the Ann Arbor District Library is empowered by the District Library Establishment Act, MCL 397.171 et seq., to supervise and control Library property, to adopt bylaws and regulations, not inconsistent with the Act and to do any other thing necessary for conducting the Library service. It is the policy of the Ann Arbor District Library that any person ~~Statutes, the Library Board may exclude from the use of the Library any and all persons who shall willfully violate such reasonable rules and regulations as the Library Board may adopt (MCL 397.206),~~ poses a material threat to the efficient and effective supervision and control of Library property or who willfully and materially interferes with Library operations, including the use and enjoyment of the Library by other patrons, may be excluded from the use of the Library. ~~Such exclusion from this Library shall occur on the orders of the Director or Director's designee. In this document, "withholding of Library privileges" is defined as meaning that an individual may not enter or use the Library. An individual who violates this policy may be excluded from the Library upon the order of the Library Director or the Library Director's designee. For purposes of this policy, "withholding of Library privileges" means an individual may not enter or use the Library.~~

~~Behavior prohibited by Ann Arbor City Charter and Ordinances, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.~~

The Board of Trustees of the Ann Arbor District Library has adopted this policy regarding behavior in the public sectors of the Library. The Ann Arbor District Library ~~may~~ establish ~~reserves the right to establish~~ and implement additional policies and procedures related to Library property and operations including without limitation ~~as needed, including, but not limited to:~~ user registration; scheduling and regulating use of ~~audio, video, and computer~~ Library equipment; scheduling and collecting fees for public use of meeting rooms; regulating usage of any Library property and materials, including without limitation, specialized equipment and/or services provided by the Library and made available to the public; and additional policies regulating use of or patron behavior on Library premises. Such policies and procedures shall seek to ~~are intended to~~ make Library property and/or services available to everyone on a safe and ~~a~~ equitable basis, to allow ~~protect the rights of~~ staff members to conduct Library business, and to safeguard the Library's property against misuse or abuse.

~~The Ann Arbor District Library Board hereby adopts the Rules of Behavior attached to this declaration of policy, and directs the Library Director to institute the necessary proceedings of enforcement. The Library Director is further authorized to propose additional Rules of Behavior to the Board as the need may arise.~~

Behavior prohibited by Ann Arbor City or Pittsfield Township Charter and Ordinances, as appropriate, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.

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Policy adopted 12/12/95—Resolution 96-034

Revisions adopted 8/1/97—~~Resolution ?Resolution?~~; 12/98—Resolution 99-111; 10/20/03—Resolution 04-082; 9/20/04—Resolution 05-037 and 1/28/08—Resolution 08-127

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Ann Arbor District Library
Rules of Behavior

In addition, the Ann Arbor District Library:

1. Prohibits the consumption or possession of alcoholic beverages on Library property.
2. Prohibits smoking in or on~~any~~ Library property that constitutes a "public place" pursuant to Michigan Clean Indoor Air Act, MCL 333.12601 et seq., or other Library property (indoor or outdoor) that is posted with NO SMOKING signs or the international "no smoking" symbol, or in any other designated NO SMOKING area.
3. Bans all weapons from Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR SIX MONTHS.

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

Ann Arbor District Library
Rules of Behavior

- ~~4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.~~
4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.
5. Prohibits the disturbance of other Library patrons ~~and staff~~, or ~~interference~~ with other Library patrons' ~~or staff's~~ use of the facilities through extremely poor personal hygiene.
6. Prohibits foods in the Library except in designated areas. Beverages in covered containers are permissible.
7. Prohibits sleeping on Library property.
8. Prohibits the use of roller skates, roller blades, ~~or skateboards~~ or other similar devices on Library property.
9. Prohibits patrons from bringing bicycles into the Library buildings, securing bicycles to the handicapped ramp railing at any entrance or exit, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
- ~~10. Prohibits all campaigning, petitioning, interviewing, survey taking, soliciting, sales, or other speech or conduct, which results in the disruption of normal Library activities.~~
- ~~11.10. Prohibits board games, gambling, card playing, or other games of chance or skill on Library property, except patrons may play board games when such games are provided by the Library as part of an organized activity.~~
- ~~12.11. Bans conversation and other sounds in louder volume than the general noise level of the area.~~
- ~~13.12. Bans animals from the Library and entrance/exit areas except service animals those used to assist the handicapped.~~
13. Prohibits loitering in areas posted as "No Loitering."
14. Prohibits all campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or other speech or conduct, which results in the disruption of normal Library activities.
- ~~14.~~

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: ONE WARNING, THEN OUT FOR THE DAY.

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE WEEK.

THIRD OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE MONTH.

SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Ann Arbor District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

Ann Arbor District Library Policy Manual, Policy 5.1: Behavior in Public Sectors of the Ann Arbor District Library
Policy adopted 12/12/95—Resolution 96-034

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Ann Arbor District Library
Rules of Behavior

Persons whose Library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Library Board of Trustees by appearing in person during the Citizens' Comments portion of the agenda at a special or regularly-scheduled Board meeting. This appearance must be within sixty (60) days after the Library's mailing of notice of withholding of privileges. Such persons' suspension from Library premises shall be rescinded for the limited purpose of attending any Board meeting at which they appear to appeal~~necessary to hear their appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal~~~~To ensure such persons sufficient time to address the Board, time limits placed on Citizens' Comments shall be extended at the discretion of the Board.~~. The Board shall hear the appeal, and respond in writing within 10 days.

Ann Arbor District Library
Rules of Behavior

Behavior in the Public Sectors of the Ann Arbor District Library

The Board of Trustees of the Ann Arbor District Library is empowered by the District Library Establishment Act, MCL 397.171 et seq., to supervise and control Library property, to adopt bylaws and regulations, not inconsistent with the Act and to do any other thing necessary for conducting the Library service. It is the policy of the Ann Arbor District Library that any person who poses a material threat to the efficient and effective supervision and control of Library property or who willfully and materially interferes with Library operations, including the use and enjoyment of the Library by other patrons, may be excluded from the use of the Library. An individual who violates this policy may be excluded from the Library upon the order of the Library Director or the Library Director's designee. For purposes of this policy, "withholding of Library privileges" means an individual may not enter or use the Library.

The Board of Trustees of the Ann Arbor District Library has adopted this policy regarding behavior in the public sectors of the Library. The Ann Arbor District Library may establish and implement additional policies and procedures related to Library property and operations including without limitation user registration; scheduling and regulating use of Library equipment; scheduling and collecting fees for public use of meeting rooms; regulating usage of any Library property and materials, including without limitation, specialized equipment and/or services provided by the Library and made available to the public; and additional policies regulating use of or patron behavior on Library premises. Such policies and procedures shall seek to make Library property and/or services available to everyone on a safe and equitable basis, to allow staff members to conduct Library business, and to safeguard the Library's property against misuse or abuse.

Behavior prohibited by Ann Arbor City or Pittsfield Township Charter and Ordinances, as appropriate, as well as Federal or State Law, is also prohibited on the premises of the Ann Arbor District Library.

In addition, the Ann Arbor District Library:

1. Prohibits the consumption or possession of alcoholic beverages on Library property.
2. Prohibits smoking in or on any Library property that constitutes a "public place" pursuant to Michigan Clean Indoor Air Act, MCL 333.12601 et seq., or other Library property (indoor or outdoor) that is posted with NO SMOKING signs or the international "no smoking" symbol.
3. Bans all weapons from Library premises, except for concealed weapons that are exempt from licensure under Michigan law or lawfully licensed and carried in compliance with Act 372 of 1927, as amended.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR SIX MONTHS.

Ann Arbor District Library Policy Manual, Policy 5.1: Behavior in Public Sectors of the Ann Arbor District Library
Policy adopted 12/12/95—Resolution 96-034

Revisions adopted 8/1/97—Resolution?; 12/98—Resolution 99-111; 10/20/03—Resolution 04-082; 9/20/04—Resolution 05-037 and 1/28/08—Resolution 08-127

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Ann Arbor District Library
Rules of Behavior

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

4. Requires patrons to wear shirts and shoes, or other footwear, at all times in the Library for hygiene and safety purposes.
5. Prohibits the disturbance of other Library patrons, or interference with other Library patrons' use of the facilities through extremely poor personal hygiene.
6. Prohibits foods in the Library except in designated areas. Beverages in covered containers are permissible.
7. Prohibits sleeping on Library property.
8. Prohibits the use of roller skates, roller blades, skateboards or other similar devices on Library property.
9. Prohibits patrons from bringing bicycles into the Library buildings, securing bicycles to the handicapped ramp railing at any entrance or exit, or parking bicycles in such a manner that they obstruct patrons entering or exiting the Library.
10. Prohibits gambling on Library property.
11. Bans conversation and other sounds in louder volume than the general noise level of the area.
12. Bans animals from the Library and entrance/exit areas except service animals used to assist the handicapped.
13. Prohibits loitering in areas posted as "No Loitering."
14. Prohibits all campaigning, petitioning, interviewing, survey-taking, soliciting, sales, or other speech or conduct, which results in the disruption of normal Library activities.

PERSONS WHO VIOLATE THE ABOVE RULES ARE SUBJECT TO THE WITHHOLDING OF LIBRARY PRIVILEGES AS FOLLOWS:

FIRST OFFENSE: ONE WARNING, THEN OUT FOR THE DAY.

SECOND OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE WEEK.

THIRD OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE MONTH.

SUBSEQUENT OFFENSE: LIBRARY PRIVILEGES WILL BE REVOKED FOR ONE YEAR.

Notwithstanding the foregoing provisions, any person may, without prior notice or warning, be immediately removed from the Ann Arbor District Library if his or her presence or conduct on the premises poses an immediate and imminent danger to any person or property.

Persons whose Library privileges are withheld for more than 30 days pursuant to the above rules may appeal to the Library Board of Trustees by appearing in person during the Citizens' Comments portion of the agenda at a special or regularly-scheduled Board meeting. This appearance must be within sixty (60) days after the Library's mailing of notice of withholding of privileges. Such persons' suspension from Library premises shall be rescinded for the limited

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Ann Arbor District Library
Rules of Behavior

purpose of attending any Board meeting at which they appear to appeal. The Board of Trustees may extend the usual and customary time limit afforded to an individual for public comment to grant a person making an appeal sufficient time to address the Board. The Board shall hear the appeal, and respond in writing within 10 days.

DRAFT

Ann Arbor District Library
Unattended Child Policy

The Ann Arbor District Library wants children who use our libraries to find them warm, inviting, enjoyable and secure.

To ensure their complete safety, children should be attended by a responsible party. Children left unattended in the library and not involved in a program may become restless, frightened, hungry, sick, or lonely.

For the protection and well-being of children using our libraries, the following policy has been established.

I. Policy

- A. The responsibility for children using the library rests not with the library staff but with the parent/guardian/assigned chaperone. (*The American Heritage Dictionary defines “parent” as the “one who best begets, gives birth to, or nurtures and raises a child...”)
- B. A child under 6 years of age or an older child who, because of evident stress or special circumstances, may need constant assistance, must be attended by a parent/guardian/assigned chaperone who is in close physical proximity at all times while in any Ann Arbor District Library building.
- C. Disruptive behavior by children shall be dealt with following Policy 5.1 Behavior in Public Sectors of the Ann Arbor District Library.

II. Definitions

- A. Unattended child: 1) any child under 6 years of age whose parent/guardian/assigned chaperone is not within close physical proximity to the child 2) any older child that may need constant assistance because of evident stress or special circumstances and whose parent/guardian/assigned chaperone is not within close physical proximity
- B. Assigned chaperone: a person of at least 13 years of age who is responsible for a child under 6 years of age
- C. Close physical proximity: within the library buildings and within sight of the child
- D. Disruptive behavior: any violation of Policy 5.1 Behavior in the Public Sectors of the Ann Arbor District Library.

III. Procedures

All staff shall follow the procedure in the AADL Emergency Manual when there is an unattended child in any Library building.

Ann Arbor District Library
Unattended Child Policy

The Ann Arbor District Library wants children who use our libraries to find them warm, inviting, enjoyable and secure.

To ensure their complete safety, children ~~should~~ must be attended by a responsible party. ~~Children left unattended in the library and not involved in a program may become restless, frightened, hungry, sick, or lonely.~~

For the protection and well-being of children using our libraries, the following policy has been established.

I. Policy

- A. The responsibility for children using the library rests not with the library staff but with the parent/guardian/assigned chaperone, who is at least 13 years of age. (~~*The American Heritage Dictionary defines "parent" as the "one who best begets, gives birth to, or nurtures and raises a child..."~~)
- B. A child under 6 years of age ~~or an older child who, because of evident stress or special circumstances, may need constant assistance,~~ must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (with-in sight and earshot of the child) at all times while in any Ann Arbor District Library building.
- ~~C. -A child older than 6 years of age who, because of special circumstances, who may need constant assistance, must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (within sight and earshot of the child) at all times while in any Ann Arbor District Library Building.~~
- ED. _____ Disruptive behavior by children shall be ~~dealt with following~~ handled in accordance with Policy 5.1 Behavior in Public Sectors of the Ann Arbor District Library.

H. Definitions

- ~~—A. Unattended child: 1) any child under 6 years of age whose parent/guardian/assigned chaperone is not within close physical proximity to the child 2) any older child that may need constant assistance because of evident stress or special circumstances and whose parent/guardian/assigned chaperone is not within close physical proximity~~
- ~~—B. Assigned chaperone: a person of at least 13 years of age who is responsible for a child under 6 years of age~~
- ~~—C. Close physical proximity: within the library buildings and within sight of the child~~
- ~~—D. Disruptive behavior: any violation of Policy 5.1 Behavior in the Public Sectors of the Ann Arbor District Library.~~

Ann Arbor District Library
Unattended Child Policy

III. Procedures

All staff shall follow the procedure in the AADL Emergency Manual when there is an unattended child in any Library building.

Ann Arbor District Library
Unattended Child Policy

The Ann Arbor District Library wants children who use our Libraries to find them warm, inviting, enjoyable and secure.

To ensure their complete safety, children must be attended by a responsible party.

For the protection and well-being of children using our Libraries, the following policy has been established.

I. Policy

- A. The responsibility for children using the Library rests not with the Library staff but with the parent/guardian/assigned chaperone, who is at least 13 years of age.
- B. A child under 6 years of age must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (within sight and earshot of the child) at all times while in any Ann Arbor District Library building.
- C. A child older than 6 years of age who, because of special circumstances, may need constant assistance, must be attended by a parent/guardian/assigned chaperone who is in close physical proximity (within sight and earshot of the child) at all times while in any Ann Arbor District Library Building.
- D. Disruptive behavior by children shall be handled in accordance with Policy 5.1 Behavior in Public Sectors of the Ann Arbor District Library.

II. Procedures

All staff shall follow the procedure in the AADL Emergency Manual when there is an unattended child in any Library building.

Ann Arbor District Library
Equal Employment Opportunity and Affirmative Action Policy

The Ann Arbor District Library is an Equal Opportunity/Affirmative Action employer. The Library bases its employment decisions on its staffing needs and on each person's qualifications, including such relevant factors as performance, experience, training, and education. The Library will not discriminate against employees or applicants for employment on any matter related to employment including hire, tenure, terms, conditions, and privileges of employment, because of race, color, religion, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, veteran status, physical or mental disability, or other factors prohibited by applicable law.

The Ann Arbor District Library is committed to taking affirmative action to increase diversity of applicants and employees.

CURRENT

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The Ann Arbor District Library Board will provide necessary reasonable aids and services to individuals with disabilities who desire information regarding board meetings upon three (3) business days notice. Individuals with disabilities requiring aids or services should contact the Ann Arbor District Library by writing or calling the following:

Ann Arbor District Library
Board of Trustees
343 South Fifth Avenue
Ann Arbor, MI 48104-2293
(734) 327-8311