ISHPEMING CARNEGIE
PUBLIC LIBRARY

Library Board Meeting
Thursday, August 18, 2022
7:00pm-8:00pm (ET)
Margaret Dundon Reading Room

AGENDA

1. Call to Order

2. Roll Call

3. Approval of Minutes from May 19, 2022 and June 30, 2022 meetings

4. Public Participation

5. Librarian's Report
   a. Circulation
   b. Calendar of events
   c. Budget Report
   d. Book Bills
   e. Friends of the Library
   f. Sustainable Shelves
   g. Beanstack
   h. COVID-19

6. Communications

7. Unfinished Business
   a. Second reading of Circulation Policy

8. New Business
   a. First Reading of updated Library Bill of Rights
   b. First Reading of updated Library Privacy Act
   c. First Reading of SLC Collection Development Policy
   d. First Reading of SLC Request for Reconsideration of Digital Materials Policy
   e. First Reading of Public Participation Policy
   f. First Reading of Material Selection Policy
   g. First Reading of Request for Reconsideration of Library Material Form

9. Public Participation

10. Date of next meeting: Thursday, September 15, 2022 at 7:00 pm

11. Adjournment

Ishpeming Carnegie Public Library

Board Minutes May 19, 2022

Present: Elyse Bertucci, Stacie Nardi, and Brooke Routhier. Jesse Shirtz, Library Director was present. City Council (not in attendance/Elizabeth Firby). Absent: Paul Olson (excused for travel), Darren Boldt; Public: None.

Meeting called to order at 7:04 PM.

Motion by Elyse Bertucci seconded by Stacie Nardi, to approve the April 21, 2022 meeting minutes as presented. Motion passed.

Public Participation: None.

Librarian's Report: Jesse Shirtz, Library Director, presented the monthly library report for April. The attendance number for March 2022 was revised to 2,024.

- Circulation: Decreased in April as did attendance. More material is available for download checkouts through the cooperative. Computer use information is not available for April at this time. Unique Management continues to recover material.
- Calendar of events: A draft summer reading events was provided. The book club is reading "We Kept our Towns Going" by Phyllis Michael Wong about the Gossard.
- Budget report: Presented with invoice copies. The library posted time elapse videos of the incoming new books. Space for new books is one of the considerations for weeding the library collection.
- Friends of the library: The decision to become a 501C nonprofit was made at the April meeting. A president was elected at the past meeting (Congratulations Stacie!). The Friends of the Library used book sale will be held in July along with the 4th of July activities.
- Sustainable Shelves: A total of 2,457 books have been sent to the service (total credit so far is $255.53). This program was trialed for a year. Options for using this on a more a permanent option were discussed.
- Beanstack: Information on accounts and activities was provided. The May's focus is on Asian American literature. June is focusing on Pride.
- COVID-19: Marquette county community level is "medium" risk.

Communications: none

Unfinished Business:

- District Library/Library Cooperatives has selected a new Director which could allow for discussion of district libraries and township contracts to resume. No update this month.
- Children's room redesign: Rethinking Libraries provided a proposal for services. Additional proposals will be requested. The Friends of the Library has agreed to cover up to $15,000 for the renovation plan. No updates this month.
- Adult outreach. City news letter or Facebook page would be options. Bookmarks for Libby could be distributed. No update this month.
- Senior Center facility library book check out option request. Discussions are on going within the library staff on options. No update this month.

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- Donation letter request – An updated draft Independence Day donation letter will be provided at the June meeting. The letter will be mailed and also be available at the desk when the summer programming increases attendance.

New Business:

- Review of the Library Bylaws was requested by Brooke Routhier to be added to upcoming agendas with a goal of updating them. Last revision was 2011.
- June meeting agenda should include the Board officer election.

Public Participation: None

Next meeting is June 16, 2022 7:00PM in person at the Library.

A motion was made by Stacie Nardi and seconded by Elyse Bertucci at 7:47 PM to adjourn the meeting. Motion carried.

Respectfully submitted by,

Brooke Routhier

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Ishpeming Carnegie Library Board Meeting
June 30 2022 Minutes

Paul Olson, President called meeting to order at 7pm. Present: Elyse Bertucci, Darren Boldt, Stacey Nardi, and Paul Olson. Absent and excused was Brooke Routhier. Also present: Jesse Shirtz, Library Director.

Minutes: May 19, 2022 Minutes will be presented for approval at that August 18, 2022 meeting.

Public Presentation: None

Librarian Report: The Director presented April & May 2022 Circulation reports, May 2022 Township Statistics, Calendar of Events, Books Bills; and monthly and YTD Budget Reports. Highlights reported as follows. Increase in Downloadables is due to the new ability to track our library's patrons' downloads from other libraries. Two weeks into the Summer Reading Program and 350 participants have registered; reading can be tracked by using the traditional paper logs or by using Beanstack. July 13th, Jack Deo's presentation about the book and the movie, Anatomy of a Murder is offered and the Library will have materials displayed about the movie and its local impact. At this date, 60% of the Community reading goal has been reached. The end date to reach the goal is July 31, 2022 and the Director expects to greatly exceed 30,000 minutes of reading. The Library is following COVID protocol for low community spread but better and nice separation barriers for the front desk have been purchased. Currently the contract for RIDES, the interlibrary loan deliveries is on a month-to-month basis with the Promed and Walco transport companies. Working on finding transport companies willing to enter in a contract for this service.

Communications: None.

Unfinished Business: Review of Annual Letter for donations. The Board expressed their appreciation of the format and presentation of the letter. A motion was made by Elyse Bertucci and seconded by Stacey Nardi to approve the Annual Donation Request letter. Motion carried.

New Business: A motion was made by Darren Boldt and seconded by Stacey Nardi to nominate the following officers for 2022-2023 term: Paul Olson, President; Elyse Bertucci, Vice President; and Brooke Routhier, Secretary. Motion carried. A discussion of editing the Public Participation policy ended with a recommendation of a including a five-minute time limit, allowing an individual to submit comments in writing to the Board twenty-four hours prior to a scheduled Board meeting, and if the comments were received without after that they would be bumped to the next meeting. The Director will present a formal policy

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for the board to review at its next meeting. Circulation Policy was reviewed and will be presented at the next meeting. The 2023 Budget was presented to the board; a motion was made by Darren Boldt and seconded by Paul Olson to recommend the 2023 Budget to the City for approval with the Board's concerns costs for replacing the Library's roof and main boiler noted.

Public Participation: None.

July's regular meeting is canceled.

Next Board meeting is August 18, 2022 at 7:00 PM.

A motion was made by Darren Boldt and seconded by Paul Olson to adjourn at 8:22 PM. Motion carried.

Respectfully submitted,
Elyse Bertucci

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ISHPEMING CARNEGIE
PUBLIC LIBRARY

Monthly Report for the August 18, 2022 Meeting

Attendance
June 2022: 2,927
July 2022: 2,769 (-158)

Circulation
June 2022: 5,849
4,872 *checkouts*
977 downloadables
July 2022: 4,956 (-893)
4,332 *checkouts*
624 downloadables

Computer Usage (10 adult patron, 1 kid patron computers available for use.)
June 2022:
Computer logins: 347
WiFi connections (inc.): n/a
Webpage Visits (inc.): 1709

July 2022:
Computer logins: 309 (-38)
WiFi connections (inc.): n/a
Webpage Visits (inc.): n/a

Patron Interlibrary Loans
June Borrowed: 388
June Loaned: 244
July Borrowed: 513 (+125)
July Loaned: 205 (-39)

Library Cardholders (July): 5,501

Users registered in June: 91
Users registered in July: 27

Unique Management (June)
Recovered Material: $169.93
Recovered Cash: $0.00
Waived: $15.00
Total: $184.93

Unique Management (July)
Recovered Material: $129.00
Recovered Cash: $0.00
Waived: $0.00
Total: $129.00

ISHPEMING CARNEGIE
PUBLIC LIBRARY

Township Statistics

+/- In comparison to the previous month.

Champion Township
Population: 250
Cardholders
June 2022: 186 (=)
July 2022: 187 (+1)
Checkouts
June 2022: 98 (-88)
July 2022: 143 (+45)

Ely Township
Population: 1,900
Cardholders
June 2022: 304 (+7)
July 2022: 306 (+2)
Checkouts
June 2022: 317 (+77)
July 2022: 243 (-74)

Humboldt Township
Population: 328
Cardholders
June 2022: 51 (=)
July 2022: 53 (+2)
Checkouts
June 2022: 33 (-19)
July 2022: 76 (+43)

Ishpeming Township
Population: 3,392
Cardholders
June 2022: 558 (+2)
July 2022: 561 (+3)
Checkouts
June 2022: 420 (+53)
July 2022: 379 (-41)

Tilden Township
Population: 1,045
Cardholders
June 2022: 164 (+2)
July 2022: 166 (+2)
Checkouts
June 2022: 112 (+58)
July 2022: 52 (-60)

Ishpeming City
Population: 6,140
Cardholders
June 2022: 3762 (+56)
July 2022: 3767 (+5)
Checkouts
June 2022: 2350 (+609)
July 2022: 2229 (-121)

Upcoming Events

September 8 at 7:00: Friends of the Library Meeting
September 15 at 7:00: Library Board Meeting

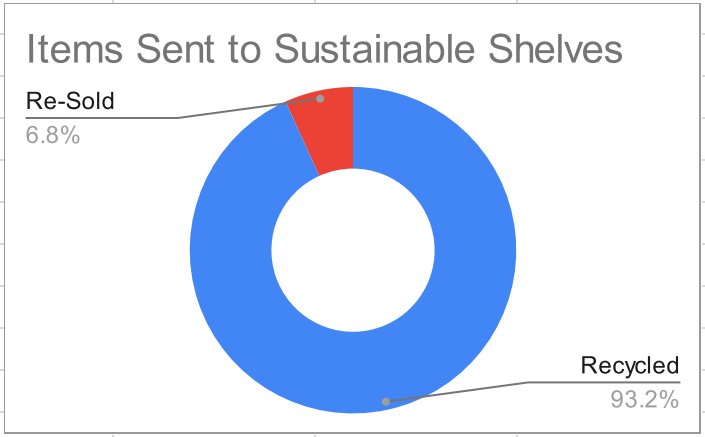
2022 Actual versus Budget YTD

Account Number	Account Title	YTD Actual	YTD Budget	Remaining Budget $	Remaining Budget %
975-000	Building Improvements	$ 683.92	$ 1,000.00	$ 316.08	31.61%
982-006	Carpeting	$ -	$ 4,000.00	$ 4,000.00	100.00%
980-007	PC Workstations	$ 200.00	$ 200.00	$ -	0.00%
982-000	Books	$ 11,587.99	$ 20,000.00	$ 8,412.01	42.06%
982-001	Periodicals	$ 2,072.75	$ 2,500.00	$ 427.25	17.09%
982-002	DVDs	$ 979.59	$ 2,000.00	$ 1,020.41	51.02%
982-003	CDs	$ 1,896.26	$ 4,000.00	$ 2,103.74	52.59%
727-000	Office Supplies	$ 2,414.51	$ 3,015.00	$ 600.49	19.92%
727-001	Special Programs	$ 1,779.68	$ 2,000.00	$ 220.32	11.02%
740-000	Operating Supplies	$ 835.27	$ 1,100.00	$ 264.73	24.07%
775-000	Repair & Maintenance Su	$ 286.98	$ 520.00	$ 233.02	44.81%
801-000	Professional Services	$ 3,002.83	$ 3,950.00	$ 947.17	23.98%
860-000	Transportation & Meals	$ -	$ 500.00	$ 500.00	100.00%
930-000	Repairs & Maintenance	$ 1,911.18	$ 3,650.00	$ 1,738.82	47.64%
957-000	Training	$ 100.00	$ 500.00	$ 400.00	80.00%
566-000	State Aid	$ 12,315.34	$ 17,100.00	$ 4,784.66	27.98%
268	Special Funds	$ 6,409.94	$ 15,000.00	$ 8,590.06	57.27%
	TOTAL	**$ 46,476.24**	**$ 81,035.00**	**$ 34,558.76**	**42.65%**

2022 Monthly Expenses

Account	Account Title	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	2022
975-000	Building Improv	$ -	$ -	$ -	$ -	$ 683.92	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 683.92
980-000	Computer	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
980-007	PC Workstation	$ 200.00	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 200.00
982-000	Books	$ 1,110.88	$ 1,905.08	$ 2,078.66	$ 2,007.90	$ 722.03	$ 2,191.41	$ 1,572.03	$ -	$ -	$ -	$ -	$ -	$ 11,587.99
982-001	Periodicals	$ -	$ 634.83	$ 102.00	$ 289.99	$ 390.00	$ 515.09	$ 140.84	$ -	$ -	$ -	$ -	$ -	$ 2,072.75
982-002	DVDs	$ 212.00	$ -	$ 218.86	$ 230.52	$ 172.76	$ 145.45	$ -	$ -	$ -	$ -	$ -	$ -	$ 979.59
982-003	CDs	$ 226.96	$ 253.32	$ 181.72	$ 349.48	$ 321.89	$ 313.93	$ 208.97	$ 39.99	$ -	$ -	$ -	$ -	$ 1,896.26
727-000	Office Supplies	$ 783.00	$ -	$ 374.69	$ -	$ 681.75	$ 194.30	$ 380.77	$ -	$ -	$ -	$ -	$ -	$ 2,414.51
727-001	Special Progran	$ 531.05	$ 47.49	$ 156.94	$ 26.99	$ -	$ 82.21	$ 935.00	$ -	$ -	$ -	$ -	$ -	$ 1,779.68
740-000	Operating Supp	$ 336.74	$ 202.90	$ 49.95	$ -	$ -	$ 20.11	$ 225.57	$ -	$ -	$ -	$ -	$ -	$ 835.27
775-000	Repair & Mainte	$ 211.95	$ 25.01	$ 25.01	$ 25.01	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 286.98
801-000	Professional Se	$ 323.85	$ 338.95	$ 292.95	$ 345.15	$ 757.65	$ 504.40	$ 428.23	$ 11.65	$ -	$ -	$ -	$ -	$ 3,002.83
860-000	Transportation &	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
930-000	Repairs & Maint	$ 183.96	$ 340.77	$ 241.98	$ 115.56	$ 847.79	$ 90.56	$ 90.56	$ -	$ -	$ -	$ -	$ -	$ 1,911.18
957-000	Training	$ -	$ -	$ -	$ 20.00	$ -	$ 80.00	$ -	$ -	$ -	$ -	$ -	$ -	$ 100.00
566-000	State Aid	$ 1,583.84	$ 1,275.00	$ 324.04	$ 4,769.12	$ -	$ 2,779.50	$ 1,583.84	$ -	$ -	$ -	$ -	$ -	$ 12,315.34
268	Special Funds	$ 1,124.00	$ -	$ -	$ -	$ 3,906.57	$ 1,206.13	$ -	$ 173.24	$ -	$ -	$ -	$ -	$ 6,409.94
	Total	**$ 6,828.23**	**$ 5,023.35**	**$ 4,046.80**	**$ 8,179.72**	**$ 8,484.36**	**$ 8,123.09**	**$ 5,565.81**	**$ 224.88**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 46,476.24**

Sustainable Shelves				
List Date	**Total # books**	**# recycled**	**# re-sold**	**$ credit earned**
4/7/2021	15	15	0	$0.50
6/16/2021	91	80	11	$18.80
7/12/2021	175	152	23	$32.84
8/5/2021	133	109	24	$26.93
10/8/2021	111	97	14	$17.52
11/9/2021	141	132	9	$16.95
1/13/2022	178	156	22	$19.37
2/10/2022	379	360	19	$24.98
3/10/2022	521	489	32	$40.08
4/11/2022	432	424	8	$22.58
5/5/2022	281	262	19	$34.98
6/9/2022	520	503	17	$28.14
8/3/2022	118	106	12	$2.72
TOTAL:	**3095**	**2885**	**210**	**$286.39**



Beanstack - June 2022

Beanstack Monthly Registration & Participation Totals

Month	New Accounts	New Readers	Completed Activities	Completed Activity Badges	Logged Books	Logged Minutes
July 2022	10	10	246	55	1,191	38,283
June 2022	59	59	75	24	956	28,463
May 2022	0	0	16	16	1,036	21,195
April 2022	6	6	6	1	1,105	26,719
March 2022	10	10	21	11	810	20,323
February 2022	7	7	31	25	828	20,732
January 2022	1	1	31	11	1,263	21,134
December 2021	7	7	69	29	1,037	17,906
November 2021	2	2	55	34	1,175	34,164
October 2021	46	46	55	19	1,029	25,002
TOTAL:	**148**	**148**	**605**	**225**	**10,430**	**253,921**

*Partial month; report generated 4/18/2022

June 2022 Pride 365

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	6	2	722	0	7,272
Ely Township	1	0	192	0	3,015
Humboldt Township	0	0	0	0	0
Ishpeming Township	0	0	0	0	0
Tilden Township	0	0	0	0	0
Negaunee	1	0	2	0	0
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**8**	**2**	**916**	**0**	**10,287**

*This challenge only counted minutes read, not books.

July 2022 A Carnival of Reading

Local Area	Total Readers Enrolled (Challenge)	Total Completions	Total Earned Badges	Logged Books*	Logged Minutes
City of Ishpeming	11	1	1,764	0	12,194
Ely Township	6	0	286	0	10,750
Humboldt Township	0	0	0	0	0
Ishpeming Township	2	0	41	0	569
Tilden Township	0	0	0	0	0
Negaunee	2	0	48	0	630
Other	0	0	0	0	0
No Local Area	0	0	0	0	0
TOTAL:	**21**	**1**	**2,139**	**0**	**24,143**

*This challenge only counted minutes read, not books.

CIRCULATION POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

I. PURPOSE. The basic purpose of the Ishpeming Carnegie Public Library is four fold:

1. to make materials widely available;

2. to provide maximum use of the materials collection;

3. to facilitate requests for materials; and

4. to provide a uniform policy for the retrieval of overdue materials.

II. ELIGIBILITY OF USE.

1. Any person with a current library card ~~or a Michicard~~ may obtain service and is eligible to borrow materials.

2. The use of the Library or its services may be denied for due cause, such as a failure to pay penalties, stealing, or destruction of Library property, disturbances of other patrons, or any other objectionable or illegal conduct on the Library premises for as long as the Librarian deems necessary. Any appeals of this ruling may be made in writing or in person to the Library Board.

III. LIBRARY CARD REGISTRATION.

1. There are three types of registration cards:

A. Youth (valid to the age of 18)
B. Adult
C. Temporary Resident

2. In order to obtain a free Library card, the patron must present one (1) positive means of identification that includes a photo. Examples include a driver's license, federal passport, or a state identification card. If a person does not have a current form of identification, they will also need to provide a piece of mail confirming their address, etc. Patrons under the age of 18 must have a parent or guardian sign the registration card.

3. Library cards expire when there has been no activity on an individual's account for over three (3) years. Upon expiration of the library card, the patron is asked to fill out a new registration card.

4. The library card issued to the patron must be presented each time material is borrowed. There is a replacement charge of two ($2.00) dollars for lost or destroyed cards. Lost or destroyed cards should be reported promptly, as well as any address or phone change.

5. ~~The Carnegie Library of Ishpeming participates in the Michicard Program. Patrons from other participating Michicard Libraries must have a Michicard from their local library in order to obtain an Ishpeming library card.~~

IV. LOAN PERIODS

1. Books:

A. Three (3) weeks for all not new nonfiction and ~~older~~ fiction.

i. New children's and teen items will be shelved in new children's and teen sections for nine (9) months from purchase date or until space constraints require their removal to not new sections, in which case the oldest items will be moved first.

B. Two (2) weeks for ~~newer~~ fiction and non-fiction in new adult fiction and new adult non-fiction sections ~~(less than one (1) year from date of purchase).~~

i. Items will be shelved in new adult fiction and non-fiction sections for one (1) year from purchase date or until space constraints require their removal to not new sections, in which case the oldest items will be moved first.

C. Reference books do not circulate.

D. Books may be renewed unless they are on reserve for another patron.

E. Extended loans may be granted for a special need or to cover times when a patron will be out of town. The Librarian will determine which books or materials may be taken for extended loans and for how long.

2. Periodicals:

A. Current issues do not circulate.

B. ~~A select few – those of special local interest or in high demand for research – do not circulate.~~

~~C. Periodicals dated prior to the current issue may be checked out for two (2) weeks and may be renewed once.~~

3. Audio-Visual Materials: See separate sections.

4. All materials are renewable at the front desk, over the phone, or on-line, unless there is a hold on the item.

V. ~~VIDEO CASSETTES AND~~ DVDs AND BLU-RAYS

In order to borrow ~~the l/2" VHS video cassettes or~~ DVDs or Blu-Rays, the borrower agrees to abide by the following rules:

1. The borrower must be a cardholder of the Ishpeming Carnegie Public Library.

2. There is a loan period of seven (7) days.

3. ~~Video cassettes and DVDs must be returned only to the front desk of the Library.~~

~~4. Video cassettes and DVDs shall be rewound before returning.~~

5. ~~Video cassettes and~~ If returned in the outdoor book return DVDs and Blu-Rays must ~~not~~ be placed in the media return slot ~~book return box~~ due to possible damage to the ~~cassettes or~~ ~~DVDs~~ item. If such action is not taken, the borrower is still responsible for the ~~cassette or~~ DVD or Blu-Ray until it reaches the front desk and for any damage done to the ~~cassette or~~ DVD or Blu-Ray in the drop box.

~~6. A ten (10¢) cent per day fine per cassette or DVD will be levied for overdue video cassettes and DVDs and Blu-Rays.~~

7. Loss or damage of a ~~video cassette or~~ DVD or Blu-Ray will result in the billing of the borrower for the full replacement cost ~~plus postage and handling charges~~. Any physical damage to the ~~tape spindles,~~ cases~~,~~ or contents of any ~~video cassette or~~ DVD or Blu-Ray that makes it inoperable in whole or in part will result in billing the borrower for the full replacement cost of the ~~cassette or~~ DVD or Blu-Ray.

8. The ~~video cassettes and~~ DVDs and Blu-Rays are protected by the copyright laws and may not be copied.

9. The ~~video cassettes and~~ DVDs and Blu-Rays may not be borrowed by anyone who intends to use them for a public performance as set forth in the copyright law.

10. There is a rental fee ~~of $0.50~~ per DVD and Blu-Ray to checkout. See the most recent City of Ishpeming Fee Schedule for cost.

VI. AUDIO MATERIALS

1. ~~Audio cassettes and~~ Music CDs and audiobooks will have a three (3) week circulation time period. They may be renewed.

2. There is no limit on the number of ~~audio cassettes~~ music CDs or audiobooks that may be checked out at one time. ~~There is a limit of five (5) CDs per customer.~~

~~3. A ten (10¢) cent per day fine will be charged for overdue materials.~~

4. ~~Materials must not be placed in the book return box due to possible damage. If such action is taken, the borrower is still responsible until the material reaches the front desk and for any damage or replacement costs incurred.~~ If returned in the outdoor book return music CDs and audiobooks must be placed in the media return slot due to possible damage to the item. If such action is not taken, the borrower is still responsible for the item until it reaches the front desk and for any damage done to the item in the drop box.

5. Loss or total damage of audio materials will result in the borrower being billed for the partial (if applicable) or full replacement costs of such materials ~~plus postage and handling~~.

VII. OVERDUE NOTICES

1. One automated phone call ~~or written notice is made each month for two (2) months~~ at one and three weeks overdue to remind the patron of overdue materials.

2. Patrons with materials ~~overdue for three (3) months~~ overdue for at least 30 days (then considered lost) will receive a bill in the mail for the replacement cost of the materials. A copy of the bill is kept on file at the Library.

3. Patron accounts with materials considered lost for two (2) weeks (at least 56 days overdue) and with a total replacement cost exceeding $25.00 are forwarded to Unique Management, our library-specific collections agency, who will conduct skip-tracing and attempt contact via written letters and phone calls prompting the patron to return the items or pay for their replacement.

4. When a patron claims he has returned a book or item, but the Library has no record of its return and cannot locate the book or item on its shelves, a member of the Library staff will explain to the patron that the Library's records show that the book or item has not been returned to the Library, but that the staff will keep looking for it, and ask that the patron do the same. Ask if they could have loaned it to someone and/or to check in places such as under beds and car seats and in closets, etc., as materials do turn up in unusual places. Be sure to note in the patron's account "claimed returned" so any future contacts will be made with that knowledge. The patron should not be charged for the book or other item as long as he is convinced he returned it. He should be given the benefit of the doubt as it is possible that the error was made at the Library. Good will is more valuable than the book. If, however, the patron is a chronic offender, the Librarian can be more persistent, and if she believes the patron has not returned the book, a bill may be sent.

VIII. FINES

Any patron who borrows materials from the Ishpeming Carnegie Public Library is responsible for returning them in a timely manner and in good condition. If not, the patron will make restitution to the Library by paying for the materials.

1. The following fines will be charged for overdue materials:

A. ~~Printed Materials:~~ ten (10¢) cents per day per item
~~B. Audio Cassettes and CDs: ten (10¢) cents per day per item.~~
~~C. Video Cassettes and DVDs - ten (10¢) cents per day per item.~~

2. Overdue materials must be returned to the Library before any other materials may be checked out. Fines above $5.00 must be paid before checking out more materials or to use public computers.

3. See the current City of Ishpeming Fee Schedule for damage and replacement fees.

~~3. Minor damages to library materials will be assessed as follows:~~

~~A. Pencil damage: ten (10¢) cents per page.~~
~~B. Crayon, ink, or other permanent stains: ten (10¢) cents per page.~~
~~C. Pages torn, but mendable: ten (10¢) cents per page.~~
~~D. Book jacket: fifty (50¢) cents each.~~
~~E. CD holder: $3.00 each~~

~~4. Maximum fines will be assessed as follows:~~

~~A. Hardcover books: replacement cost or $25.00 if replacement cost is unavailable.~~
~~B. Trade paperback books: replacement cost or $15.00 if replacement cost is unavailable.~~
~~C. Mass paperback books: replacement cost or $10.00 if replacement cost is unavailable.~~
~~D. Magazines: replacement cost or $1.00 if replacement cost is unavailable.~~

~~E. Audio-visual materials: replacement cost or $25.00 if replacement cost is unavailable.~~

5. Patrons who pay for lost library materials may have the cost of the materials refunded if they are returned at a later time in good condition.

IX. CONFIDENTIALITY

The Ishpeming Carnegie Public Library Board believes that library patron records are privileged and confidential information. Disclosure of these records, including names, addresses, and telephone numbers, would constitute an invasion of privacy pursuant to the Freedom of Information Act set forth in MCL §15.243(1)(a). Therefore, any person requesting such information will be denied access to library records under this policy.

Enclosed is a copy of the Library Privacy Act.

1. Patron Requests

A. A patron must give their name or library card number, either in person or on the telephone, before any information will be given about:

a. Items checked out.
b. Items overdue.
c. Fine information.
d. Reserves information.

B. When speaking to a family member (including parents) and not to the patron, information about the material should be restricted so as to not reveal the content of the materials. Example: (1) A ~~video cassette~~ DVD borrowed is overdue and should be returned. (2) A book that had been reserved is now in and can be picked up.

C. If information is requested by a person other than the patron, the staff should state that they are only permitted to discuss specific information with the patron, no one else.

2. Patron Information

A. Address, phone number, or any other personal information from a patron's record should not be given out.

B. If someone finds a library card, it should be returned to the Library. The Library will see that it is returned to the patron.

C. If someone finds a library card with other personal belongings and wants to return them, the Library is to take the person's phone number and will then contact the patron and have ~~him~~ them contact the person who found the card.

Library Bill of Rights

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

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

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

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

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

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

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

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

THE LIBRARY PRIVACY ACT
Act 455 of 1982

AN ACT to provide for the confidentiality of certain library records; to provide for certain exceptions to the confidentiality of those library records; to provide for the selection and use of library materials; and to provide remedies.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

The People of the State of Michigan enact:

397.601 Short title.

Sec. 1. This act shall be known and may be cited as "the library privacy act".

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.602 Definitions.

Sec. 2. As used in this act:

(a) "Computer" means any connected, directly interoperable or interactive device, equipment, or facility that uses a computer program or other instructions to perform specific operations, including logical, arithmetic, or memory functions with or on computer data or a computer program, and that can store, retrieve, alter, or communicate the results of the operations to a person, computer program, computer, computer system, or computer network.

(b) "Computer network" means the interconnection of hardwire or wireless communication lines with a computer through remote terminals, or a complex consisting of 2 or more interconnected computers.

(c) "Computer program" means a series of internal or external instructions communicated in a form acceptable to a computer that directs the functioning of a computer, computer system, or computer network in a manner designed to provide or produce products or results from the computer, computer system, or computer network.

(d) "Computer system" means a set of related, connected or unconnected, computer equipment, devices, software, or hardware.

(e) "Crime" means that term as defined in section 5 of the Michigan penal code, 1931 PA 328, MCL 750.5.

(f) "Device" includes, but is not limited to, an electronic, magnetic, electrochemical, biochemical, hydraulic, optical, or organic object that performs input, output, or storage functions by the manipulation of electronic, magnetic, or other impulses.

(g) "Harmful to minors" means that term as defined in section 4 of 1978 PA 33, MCL 722.674.

(h) "Internet" means that term as defined in 47 USC 230.

(i) "Law enforcement officer" means an individual licensed under the Michigan commission on law enforcement standards act, 1965 PA 203, MCL 28.601 to 28.615.

(j) "Library" means a library that is established by this state or by a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities, a community college district, or a college or university, or a private library open to the public.

(k) "Library record" means a document, record, or other method of storing information retained by a library that contains information 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 does not include either of the following:

(*i*) Nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.

(*ii*) Recorded video surveillance images made solely for security purposes that do not include images of any activity or any other document or record that identifies a person as having requested or lawfully obtained specific services, materials, or information resources from a library.

(*l*) "Minor" means an individual who is less than 18 years of age.

(m) "Obscene" means that term as defined in section 2 of 1984 PA 343, MCL 752.362.

(n) "Sexually explicit matter" means that term as defined in section 3 of 1978 PA 33, MCL 722.673.

(o) "Terminal" means a device used to access the internet or a computer, computer program, computer network, or computer system.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1998, Act 7, Imd. Eff. Feb. 6, 1998;—Am. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.603 Library record not subject to disclosure requirements; release or disclosure of

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library record without consent prohibited; exception; procedure and form of written consent; hearing; disclosure exception.

Sec. 3. (1) A library record is not subject to disclosure under the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

(2) A library or an employee or agent of a library shall not release or disclose a library record or portion of a library record to a person without the written consent of the person liable for payment for or return of the materials identified in that library record, unless 1 of the following applies:

(a) A court has ordered the release or disclosure after giving the affected library notice of the request and an opportunity to be heard on the request.

(b) The release or disclosure is permitted under subsection (5).

(3) The procedure and form of giving the written consent described in subsection (2) may be determined by the library.

(4) A library may appear and be represented by counsel at a hearing described in subsection (2)(a).

(5) A library or an employee or agent of a library may disclose library records without a court order or the written consent described in subsection (2) under either of the following circumstances:

(a) The library or an employee or agent of the library may report information about the delinquent account of a patron who obtains materials from the library to a collection agency under contract with the library. The library or an employee or agent of the library shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.

(b) The library or an employee or agent of the library may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.

(6) This section does not prohibit an employee or agent of a library from providing a sworn statement or testimony to a law enforcement officer based solely on the personal knowledge of the employee or agent of the library regarding a crime alleged to have occurred at the library.

(7) As used in this section and section 4, "employee or agent" includes an employee of a library, a member of the governing body of a library, an individual who is specifically designated as a volunteer and who is acting solely on behalf of a library, and any other person who is lawfully performing services on behalf of a library under a written contract, including a collection agency.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 1996, Act 188, Imd. Eff. May 8, 1996;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.604 Violation of MCL 397.603; liability; civil action; damages; attorney fees and costs; equitable relief.

Sec. 4. (1) If a library or an employee or agent of a library violates section 3, the library is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the library for actual damages or $250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(2) If an employee or agent of a library knowingly violates section 3, the employee or agent is subject to liability to the person identified in a library record that is improperly released or disclosed. The person identified in the library record may bring a civil action against the employee or agent for actual damages or $250.00, whichever is greater, reasonable attorney fees, and the costs of bringing the action. A court also may grant equitable relief to a person under this subsection.

(3) A civil action brought under this section by or on behalf of a person identified in a library record must be brought within 180 days after the date that the person first knew or had reason to know of the release or disclosure of the record giving rise to the civil action.

History: 1982, Act 455, Eff. Mar. 30, 1983;—Am. 2020, Act 315, Eff. Mar. 29, 2021.

397.605 Selection and use of library materials.

Sec. 5. (1) Except as otherwise provided by statute or by a regulation adopted by the governing body of the library, the selection of library materials for inclusion in a library's collection shall be determined only by an employee of the library.

(2) Except as otherwise provided by law or by a regulation adopted by the governing body of the library, the use of library materials shall be determined only by an employee of the library.

History: 1982, Act 455, Eff. Mar. 30, 1983.

397.606 Restriction of internet access to minors; immunity from liability; exceptions.

Sec. 6. (1) If a library offers use of the internet or a computer, computer program, computer network, or

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computer system to the public, the governing body of that library shall adopt and require enforcement of a policy that restricts access to minors by providing the use of the internet or a computer, computer program, computer network, or computer system in 1 of the following ways:

(a) Both of the following:

(*i*) By making available, to individuals of any age, 1 or more terminals that are restricted from receiving obscene matter or sexually explicit matter that is harmful to minors.

(*ii*) By reserving, to individuals 18 years of age or older or minors who are accompanied by their parent or guardian, 1 or more terminals that are not restricted from receiving any material.

(b) By utilizing a system or method that is designed to prevent a minor from viewing obscene matter or sexually explicit matter that is harmful to minors.

(2) A governing body of a library, member of a governing body of a library, library, or an agent or employee of a governing body of a library or library, is immune from liability in a civil action as provided in section 7 of the revised judicature act of 1961, 1961 PA 236, MCL 691.1407.

(3) This section does not apply to a library established by a community college district, a college or university, or a private library open to the public.

History: Add. 1999, Act 37, Eff. Aug. 1, 1999;—Am. 2000, Act 212, Eff. Oct. 1, 2000.

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Superiorland Library Coopeartive

Digital Materials Collection Development Policy

The Superiorland Library Cooperative (SLC) follows the intellectual freedom guidelines as articulated by the American Library Association. SLC will seek to develop and provide access to a collection of eMaterials representing a diversity of views. SLC will ensure that the balance of the eMaterials collection is maintained through preservation and replacement. This policy guides the selection and continuous evaluation of the eMaterials collection to reflect SLC's mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs. Ultimate responsibility for the collection rests with the SLC Board of Trustees.

SLC provides eMaterials that meet one or more of the following criteria:

- Are responsive to community needs and relevant to residents' lives;
- Empower citizens to explore diverse opinions and conduct research on topics of interest;
- Inspire people to learn, create, and discover.

SLC serves the needs and interests of a diverse population of members in 18 counties in Michigan including people of every age, education, race, background, personal philosophy, religious belief, occupation, sexual orientation, gender identity, economic level, ethnic origin, and human condition.

I. **Procedures**

a. The eMaterials collection contains information on a variety of subjects and views, and it is organized to provide access to patrons within the limitations budget. SLC seeks to provide current, popular, or well-reviewed materials, as well as classic and enduring titles.

b. SLC has adopted the American Library Association's guidelines for public access to information:
    i. Library Bill of Rights
    ii. Freedom to Read
    iii. Freedom to View

c. SLC seeks to develop an eMaterials collection for a large and diverse population, within the constraints of budget allocations. SLC strives to provide eMaterials reflecting a variety of perspectives, with emphasis on new and popular items. Not all criteria must be met, and no one criterion will be decisive. Additional criteria may be used to select eMaterials for specific collections. eMaterials purchased for the collection are not an endorsement by SLC of either the content or viewpoint presented in them.

d. SLC provides eMaterials, including but not limited to eBooks, eAudiobooks, and eMagazines. The borrowing model may be a single use, simultaneous use, cost per circulation, or another model provided by the vendor. Not all titles are available in all formats.

II. **General Selection Criteria**

The Following general criteria are used to evaluate potential purchases:

a. Relevant to community needs and interests
b. Favorable attention of critics, reviewers, and the public
c. Reputation/qualifications of author, artist, publisher, or producer without regard to political, religious, or other affiliations
d. Date of publication
e. Cost
f. Artistic merit, literary value, or recognized award recipient
g. Local or national significance
h. Permanence or timeliness
i. Quality of presentation in relation to content and audience
j. Evaluation of titles in relation to current holdings, patron demand, and budget
k. Availability of information electronically
l. Legal, licensing, or copyright issues
m. Availability from preferred vendors, where possible
n. Representation of various cultures, viewpoints, and interests

III. Guidelines

a. The number of copies of a title that are purchased varies with the expected popularity of that title. Demand for individual titles is monitored and additional copies may be purchased to meet that demand.
b. The eMaterials collection receives ongoing review to maintain its relevancy. The following criteria in choosing eMaterials for retention or withdrawal includes:
    i. Relevance to community needs
    ii. Information: accurate, timely, up to date
    iii. Number of copies in the collection in eBook and eAudio format
    iv. Circulation statistics
    v. Relevance/sustainability of format
    vi. SLC believes in freedom of information for all and does not practice censorship. This principle applies to all formats included in SLC eMaterials collection. Items may be considered controversial, and any given item may offend some person. Selections are not made on the basis of anticipated approval or disapproval but on the merits of the eMaterial and collection needs. Exclusion of eMaterials may occur due to cost, accessibility, or limited demand or lack of documentation, but never solely because of expression, language, viewpoint, or mature content.

SlC holds choice of eMaterials to be a purely individual matter. While anyone is personally free to reject eMaterials, an individual may not restrict the free choice of others. Parents or legal guardians are responsible for monitoring eMaterials used by their own children. Selection decisions are not influenced by the possibility that eMaterials may be accessible to minors.

A formal Request for Reconsideration of Digital Materials form and process has been developed to assure that complaints and requests for reconsideration are handled in an attentive and consistent manner. SLC will carefully reevaluate an item when a Request for Reconsideration of eMaterials form is

submitted. SLC considers the value of each item in its entirety and within the context of the eMaterial collection, not on specific passages or sections within the item itself.

Superiorland Library Cooperative

Request for Reconsideration of Digital Materials

The Superiorland Library Cooperative (SLC) believes in freedom of information for all and does not practice censorship. The selection of eMaterials is predicated on the patron's right to read and freedom from censorship by others. Some eMaterials may be controversial, and any given item may offend some person. Selections are made solely on the merits of the eMaterial in relation to the development of a collection that serves the needs and interests of a diverse population of Superiorland members across 18 Michigan counties.

The Superiorland Library Cooperative Board of Trustees recognizes that a collection of diverse eMaterials may result in some complaints or requests for reconsideration.
Superiorland's Digital Materials Collection Development Policy guides the development and continuous evaluation of the collection to reflect our mission to provide quality cost-effective services that will strengthen member libraries so they can meet changing patron and community needs.

Procedures

I. Superiorland holds the choice of reading and viewing materials as a purely individual matter. Patrons are free to reject books and other materials of which they do not approve. Patrons may not exercise censorship to restrict the freedom to others.

II. Responsibility for digital materials selected and read, heard or viewed by children and adolescents' rests with their parents or legal guardians. Selection decisions are not influenced by the possibility that digital materials may be accessible to minors.

III. No items are sequestered to control access.

IV. A formal process for handling challenges will be followed to assure that challenges are handled in an attentive and consistent manner. A Request for Reconsideration of Digital Material form must be filled out completely and returned to the Superiorland Library Cooperative Director. A recommendation will be forwarded to the Superiorland Library Cooperative Board of Trustees. A written notification of the Board's decision will be mailed to the patron.

REQUEST FOR RECONSIDERATION OF DIGITAL MATERIAL

Title of Material to be Reconsidered: _____

Author of Material to be Reconsidered: _____

Did you read or view the entire work? Yes: _____ No: _____

What is objectionable about the material, and how do you expect it to affect the users of the collection? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

_____

_____

Is there anything positive about the material as a whole? (Be specific; cite page numbers or other particular references. Use back of form if necessary.)

_____

_____

Have you consulted an evaluation of this work by experienced critics? No: _____ Yes: _____

(If "Yes", please cite): _____

What are your specific recommendations to the Superiorland Collection regarding this work?

_____

_____

Would you recommend this material for a specific age group? _____

If you are suggesting removal of the item, what work of equal value do you recommend for replacement? _____

This completed form will be reviewed by the Cooperative Director and a recommendation will be forwarded to the Cooperative Board of Trustees. You will receive written notification of the Board's decision.

Home Library:_____

Name: _____

Address: _____ Phone: _____

Representing: Self: _____ Organization (Name): _____

Signature: _____ Date: _____

Superiorland Library Cooperative
1615 Presque Isle Ave.
Marquette, MI 49855

PUBLIC PARTICIPATION POLICY

Approved by the Ishpeming Carnegie Public Library Board on _____

There is an opportunity at every Board meeting for public comment. The visitor will be recognized and introduced by the President during the public comment period. After recognition by the President, the visitor will state name, address, and group affiliation (if applicable), and speak for a maximum of five minutes.

The Board will not take immediate action on issues raised during the public comment portion of the meeting agenda. However, the Board may ask questions for clarification. If a response or action is needed, it will come after the Board has had time to deliberate the issue or seek additional information. Items brought up in the public comment section may be added to a future agenda for deliberation or discussion.

It is important to note that a Library Board meeting is a meeting conducted in public. Library Board meetings are open, which means that the public is able to attend. Public participation is not required in public meetings and shall be limited to public comment portions of the agenda. In other words, the public is principally there to observe the proceedings of the Board, not to participate in the Board meeting. There will be separate seating available for visitors.

MATERIAL SELECTION POLICY

Approved by the Ishpeming Carnegie Public Library on _____

I. Purpose:

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

II. Definitions:

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

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

III. Goals of Materials Selection:

A. To meet the individual’s need for information through maintenance of a well-balanced and broad collection of materials for information, reference and research.

B. To help the individual attain maximum self-development through life-long intellectual and cultural growth.

C. To support the democratic process by providing materials for the education and enlightenment of the community.

D. To assist individuals in their pursuit of occupational activity and practical affairs.

E. To provide diverse recreational experience for individuals and groups.

F. To assist institutions of formal education with services that will assist individual study.

G. To maintain Michigan and local history collections.

IV. Responsibility for Selection:

The responsibility for selection lies with the professional staff of the Library. That staff operates within the areas of service to children, young adults and adults. Both the general public and staff members may recommend materials for consideration. The ultimate responsibility for book selection, however, rests with the Library Director who operates within the framework of policies determined by the Library

Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately depending upon the needs of the Library and the fulfillment of the above Goals of Material Selection.

V. General Principles:

A. Selection of Library Materials is based on the relationship of such work to the needs, interests and demands of the community. Basic to this policy is the Library Bill of Rights and the Intellectual Freedom Statement of the American Library Association to which this Library subscribes.

Selection is not made on the basis of anticipated approval or disapproval by patrons or Library users, but solely on the merits of a work, without regard to the race, nationality, political or religious view of the writer.

B. Responsibility for the reading matter of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.

The Library respects each individual parent's right to supervise his children's choice of reading materials. However, the Library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent who chooses to restrict the materials his children select must accompany those children when they use the collection in order to impose those restrictions.

C. Further, Library Materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.

D. It is the responsibility of the Library to provide circulating, reference and research materials for the general public and the student based on the services it is expected to perform.

VI. Specific Principles for Selection:

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

- Contemporary significance or permanent value
- Accuracy
- Lack of bias, factual
- Diversity of viewpoint
- Portrays issues sensitively
- Authority of author

- Relation of work to existing collection
- Price, format and ease of use
- Scarcity of information in subject area
- Available shelf or storage space
- Availability of material through inter-library loan
- Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- Duplication of materials already in the collection; i.e. purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need
- Collection objectives
- Community relevance
- Audience for material

VII. Gifts:

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

VIII. Maintenance of the Collection:

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

IX. Challenges to Materials:

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

A. Patrons who object to particular Library Materials will be sent to the Director.

B. The Director will discuss the Library Materials in question with the patron, attempting to resolve the concern to both the patron's and Library's satisfaction.

C. If the patron wishes to carry the request further, the Director will provide the patron with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials ("Request for Reconsideration").

D. Once a completed, signed copy of the Request for Reconsideration is received, the Library Director shall make a decision regarding the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.

E. The Library Director shall send the decision in writing to the complainant within 75 days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the complainant will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the complainant will be notified in writing by the Library Director that the material will be retained.

F. A written appeal of the Library Director's decision may be made by the requester to the Chair of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to make a decision and render their decision within 60 days of receipt of the appeal.

G. The Library Board serves as the final authority in cases involving retention or withdrawal of Library Materials.

X. Revision of This Policy:

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

Request for Reconsideration of Library Material Form

The Ishpeming Carnegie Public Library responds to requests for reconsideration of library materials from library users. Requestors must have read, viewed, or heard the entire work to have their challenge considered. The Ishpeming Carnegie Public Library Director reviews these requests and the items in light of the patron's concern, the Ishpeming Carnegie Public Library Material Selection Policy, intellectual freedom policies, and professional reviews of the item. The Director's decision will be communicated to the requestor within 75 days from receipt of request.

*** Required**

Date: *

Request initiated by (your name): *

Address (house number, street, city, state) *

Telephone number:

email: *

Library Card Barcode Number:

Who do you represent: *

Self
Organization

If organization, please provide name of organization: *

Are you a City of Ishpeming resident?

Yes
No

Type of Material: *
Please circle all that apply.

Book
Audiobook
DVD
CD
Magazine/Newspaper
Other:

Title: *
Please tell us the title or describe the material.

Author/Performer: *
Please tell us the author or performer in question.

Have you read, viewed, or heard the entire work? *
You must have read, viewed, or heard the entire work to have your challenge considered.

Yes
No

What action do you wish to be taken? *

Shelve it elsewhere
Remove it from the library
Other:

Please explain how such an action would improve the Library's service to the community. *

What do you believe is the major theme or intent of this work? *

Are you aware of the reviews of this work by literary critics or subject matter specialists? *

Yes
No

If yes, please list. *

What is your objection to this work? Please be specific. *

What do you feel might be the result of reading, viewing, or listening to this work? *

What work of equal literary quality would you suggest the Library purchase that would cover the same subject or content? (Suggested purchases are evaluated based on reviews, author and/or publisher reputation, and collection needs. Space and budget constraints may also be factors.)

Completed forms should be delivered to:

Director of the Ishpeming Carnegie Public Library
317 N. Main Street
Ishpeming, MI 49849

OR

email to:

jshirtz@uproc.lib.mi.us

Procedures for Requests for Reconsideration of Library Materials

1. KDL responds to requests for reconsideration of library materials in writing.
2. Requestors must have read, heard or viewed the entire work to have their challenge considered.
3. KDL's Challenged Materials Committee reviews these requests.
4. The Committee, consisting of youth and adult librarians and headed by the Collection Services Manager, reviews the item in light of the patron's concern, the KDL selection policy and professional reviews of the title within 30 days.
5. The Committee's decision will be communicated in writing to the requesting party via a letter sent by the Executive Director.

KDL's materials selection policy may be viewed here:
Materials Selection Policy | Kent District Library (kdl.org

Request for Reconsideration of Library Materials

Your Name:_____

Library Barcode: _____

Address: _____

_____

City: _____

Zip Code: _____ **Phone Number:** (____) _____

I Represent

- ○ **Myself**
- ○ **An Organization: Name of Organization**_____

Are you a KDL/LLC service area resident? (Only KDL/LLC residents may complete this form.) Yes | No

Title: _____

Author: _____

Format:

- ○ **Book**
- ○ **eBook**
- ○ **DVD**
- ○ **Audiobook/Playaway**
- ○ **Music CD**
- ○ **Vinyl**

Have you read, viewed or heard the entire work? (Requestors must read, hear or view the entire work to have their challenge considered.) Yes | No

For what age group is this work intended? _____

What do you believe is the theme and/or major intent of this work? _____

_____

Have you read any professional reviews of this work? Yes | No

If yes, please list the publications here: _____

_____

What is your objection to this work? Please be specific._____

_____

_____

_____

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content? _____

_____

Your Signature _____ **Date** _____