



A goal in our Strategic Plan was to update our Materials Selection Policy, also known in library circles as a collection development policy. The work on this policy organically spilled over into looking at a number of other policies. What we have here is a list of recommendations for policy changes, addition of new policies, and the rescinder of policies no longer needed.

## **Materials Selection Policy**

As you examine the draft of the Materials Selection Policy, you'll want to refer to [our current policy from 1998](#). The draft is significantly different from the current one, so it wasn't really productive to have a marked-up version showing the changes. Some things that are out of date or no longer apply are removed, some things are added. Certain items have been moved out to other policy recommendations.

This draft has been a group project between the management team, the branch managers, a committee of front-line staffers, and the Public Services Committee. Our goal is to be aspirational, to inform the community as to how libraries do this important task, and to provide staff with guidance on how to select materials and how to say no to materials that aren't a good fit.

## **Privacy Policy**

The Library has had a [privacy policy aimed toward users of our website](#) for a number of years, but we have never provided the public with a comprehensive document detailing all of the ways we collect, interact with, and safeguard their personally identifying information and library records.

This draft Privacy Policy has been reviewed by our Library attorney, Anne Seuryneck.

## **Borrowing and Lending Policy**

This new policy simply puts into writing things the Library has been doing for decades. We feel that these basic limits and rules on how the Library conducts borrowing and lending falls firmly in the realm of policy that the Board should examine as they set policies to manage our finite resources.

## **Library Card Policy**

This is an update to [our existing policy](#). Mostly, we are taking out the bits about fees and just pointing people to the [List of Fine and Fees Policy](#) so that all information about fees is just in one place. Other additions are highlighted in yellow and removals with strikethroughs

## **List of Fines and Fees**

Differences from [our current policy](#): We recommend eliminating the processing fee for lost or damaged items, simply because this task does not require much staff time. We are adding giving us a basis to charge if packaging (like for audiobooks, movies, or technology) is damaged, regardless of the state of the contents of the damaged package.

## **Exam Proctoring Policy**

We don't need to limit or enumerate how patrons can contact the library. We also recommend dropping the \$5 fee for out-of-district students in [our current policy](#), since this seems out of place when we offer free notary service.

## **Computer and Internet Acceptable Use Policy**

Differences from [our current policy](#): name change, stylistic changes (BDLS->BDL), updating technological ("floppy disk->"storage device") and legal issues (CIPA defines adults as 17, not 18), referencing the new Privacy Policy.

## **Policies to Rescind**

- [Policy on Surveillance of Internet Usage](#): the content is incorporated into the draft Privacy Policy, p.4 "Network Security and Monitoring".
- [Policy on Release of Minor Child's Library Records](#): the content is incorporated into the draft Privacy Policy, p. 2 "Who Has Access to Collected Patron Information".
- [Web Site Privacy Policy](#): the content is incorporated into the draft Privacy Policy, p. 5 "Library Website".



## **Reason for Policy**

The Materials Selection Policy of the Branch District Library (BDL or “Library”) guides the staff responsible for selection of materials and informs the public about the principles upon which the selection of library materials is based.

The Library and the BDL Board of Trustees consider reading, listening, and viewing to be individual, private matters and believes that full, confidential, and unrestricted access to information is essential for all patrons to exercise their constitutional rights.

Underlying the Materials Selection Policy are the BDL’s [Mission Statement](#), the [Library Bill of Rights](#) from the American Library Association (ALA), the ALA [Freedom to Read Statement](#), and the ALA [Freedom to View Statement](#). The Library, the BDL Board of Trustees, and Library staff will not ban or censor any material, either directly or indirectly. The presence of materials in the Library does not indicate any endorsement of their content by the Library.

The Library seeks to acquire the broadest range of materials within budgetary constraints. Due to the varied nature of the collection, patrons may find that not all materials will be suitable for all audiences. Though some patrons may reject certain materials for their personal use, they cannot restrict the freedom of others to use Library materials.

## **Responsibility for Selection**

The BDL Board of Trustees delegates the selection of materials to the Library Director, who may in turn delegate parts of the selection process to other staff. All materials selection will operate within the framework of the budget and policies adopted by the BDL Board of Trustees.

## **Budget Allocation**

As part of its annual budget, the BDL Board of Trustees allocates funds for the purchase of library materials. The Library Director will decide how to divide those funds among the BDL branches and departments.

## **Objectives in Materials Selection**

The collections of a public library exist to communicate the breadth of the human experience to its community, encompassing both information and entertainment. The collections are intended to offer options in the choice of viewpoint, format, as well as reading, educational, and accessibility level. Materials in the collection should both reflect the demographics and interests of our community and also provide a window onto the larger world.

A public library's collection is comprised mostly of popular materials and is not intended to be comprehensive or archival. Every effort is made to avoid needless duplication, but also provide an adequate number of copies for materials in demand due to popularity, class assignments, etc. Specialized resources may be obtained from other libraries via interlibrary loan.

The Library exists to support, but not to extend, local school libraries. Materials will not be purchased for local curricula, except as such materials might either serve or be requested by the general public.

The collection of physical materials remains the Library's primary focus. However, the Library will maintain a robust virtual collection of materials and resources that is accessible at all times and from any location.

### **Selection Guidelines**

Acquisition of new materials and withdrawal of old materials are both influenced by current and historic circulation rates. The number of holds placed, as well as patron requests, are closely monitored and directly influence the purchase of additional copies of high-demand items.

In addition to these considerations, the Library attempts to meet the community's present and future needs as it adds materials, considers emerging formats, and seeks to enrich the collection.

No single guideline is applicable to all selection decisions. Some resources may be selected primarily for their artistic merit, scholarship or value to humanity; others are chosen to satisfy the informational, recreational, or educational interests of the community. In considering individual items in the selection process, Library staff will consult reviews, award lists, and other evaluative sources.

The Library will acquire materials representing various points of view, and materials are judged as a whole rather than on isolated portions. Works are not typically excluded because of language, explicit content, or illustrations, if they meet criteria in this policy.

In addition to the above, the Library will examine the following criteria in selecting materials:

- Relevance to interests and needs of the community.
- Local significance of the author or subject.
- Suitability for use of the material's physical or digital format.
- Reputation and/or significance of author/artist and publisher/producer.
- Relevance to the existing collection.
- Current or historical significance.
- Scarcity of materials on the subject.
- Attention given by critics, reviewers, professional book selection aids, and the public.
- Relevance to the experience and contributions of diverse and historically underrepresented populations.
- Cost of material and available funds.
- Space available in the collection.

Selection of digital content can vary among the vendors who supply digital content to the Library. In instances where individual title selection is not available, selection of the service will be based upon the reputation and overall content offerings of the vendor.

### **Small Press and Self-Published Works**

The Library is often asked to add materials to our collection that are published by a small press or self-published by the author. All suggestions are assessed with the same selection guidelines as other materials added to the collection. If selected as a good fit for the collection, the Library will accept such materials as a donation, subject to our [Gifts and Donations Policy](#), but Library funds will not be used to purchase them.

In addition to the selection guidelines above, to be considered for the collection, small press and self-published works must also meet these additional guidelines:

- The title has been reviewed in a professional resource or local media outlet.
- There is demand for title as demonstrated by patron requests or an appearance on a bestseller list.
- Bindings should be sewn or glued. Spiral or comb bindings will not be considered.

### **Patron Suggestions**

Suggestions are welcome and often provide valuable information about community interests and unmet collection needs of patrons. All suggestions are assessed with the same selection guidelines as other materials added to the collection.

### **Donated Materials**

The Library will evaluate materials donated for the collection with the same criteria it uses for newly acquired materials. See the [Gifts and Donations Policy](#) for additional details.

### **Collection Management**

The Library's collections are constantly changing. The collections are reviewed on an ongoing basis and materials are added and withdrawn frequently, with an emphasis on contemporary popularity and an attempt to maintain the collections' enduring value to the community. Collection management decisions are influenced by patterns of use, the physical capacity of each location, and the availability of similar materials from other locations or other library systems.

Materials withdrawal is an important aspect of collection management. When materials lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful. The withdrawal of materials is overseen by the Library Director and is based on the following guidelines:

1. To remove physically worn out or damaged materials from the Library.
2. To eliminate materials containing obsolete information.
3. To remove duplicate copies of materials which have waned in popularity.

4. To consider withdrawing materials which have not been checked out for determined period of time.

The Library Director, or designee, makes the final decision regarding the disposition of materials withdrawn from the collection. Withdrawn materials suitable for further use may be donated to the Friends of the Library, other libraries, or other community organizations.

Materials unsuitable for further use may be disposed of or recycled. Withdrawing specific materials due to a lack of popularity will not be construed as representative of a lack of interest in a broader topic or perspective.

The transfer or disposition of sizeable or special collections requires approval from Library Director, in accordance with BDL policies.

### **Special Collections**

The Library will collect materials with a specific focus on Branch County and the surrounding region.

The Library collects language materials for all ages. The Library is committed to developing and maintaining language collections which meet the needs of a changing Branch County population, as well as materials in support of those patrons learning additional languages. Local demographics and U.S. census information are factors in determining which languages are collected.

### **Request for Reconsideration of Library Materials**

Patrons who find any portion of the Library's collections objectionable are welcome to discuss their concerns with Library staff. If those discussions are not satisfactory, patrons may file a formal request for re-examination of the materials by completing a Citizen's Request for Reconsideration of Library Material form, which can be requested at any public service desk or found on the Library's web site. Typically, the Library will not remove materials challenged over any Constitutionally-protected category.

Submitted reconsideration request forms will be reviewed by the Library Director, along with relevant Library staff. The Library Director will respond in writing describing the action the Library will take regarding the challenge. This Materials Selection Policy will act as the basis for the response. If unsatisfied, patrons may appeal the reconsideration request to the BDL Board of Trustees.



## Reason for Policy

The Branch District Library (BDL or “Library”) enacts this policy to affirm our commitment to protecting the privacy of those who interact with the Library, and to clearly inform the public about any personally identifying information the Library may collect.

Whether visiting the Library in person, using the Library’s website or remote services, or donating to the Library, the BDL holds to [the values of the American Library Association](#) that privacy is “essential to the exercise of free speech, free thought, and free association.”

The [Michigan Library Privacy Act \(Act 455 of 1982\)](#) protects library records from disclosure. Library records include anything that identifies patrons or what materials they might have requested or used. Although the Library values privacy, there are times when we may be required by law to provide this information. See our [Policy for Responding to Law Enforcement Officials](#).

## Patron Information Collected by the Library

The Library makes every effort to minimize the amount of personally identifying information that we collect and store. The information you provide to the Library is generally treated as confidential and is kept only as long as there is an operational need. The Library only releases patron information in accordance with the [Library Privacy Act](#). For example, the Library may be required to release the information pursuant to consent of the patron or a court order.

The Library collects the following information on cardholders:

- Name
- Date of birth
- Address
- Telephone number
- Cellular telephone provider, if applicable, so that our library catalog system can send text message notifications using each carrier’s unique email-to-SMS gateway.
- Email address
- Library barcode numbers
- Library account username
- Billing history
- Materials currently checked out
- Materials requested for holds
- Holds canceled
- Materials lost or claimed returned
- Whether permission is given to share basic account information with a designated third party

The Library does not keep a record of any patron's reading history. Once materials are returned, records of their checkout are removed from patron accounts. The Library maintains only a statistical count of materials usage.

While reading histories for any particular patron are not maintained, for operational purposes each item does have a record attached of the last few patrons who checked it out. This is useful for returning lost items left in returned materials, assessing fees for damaged items, etc.

In their online account, patrons may choose to enable logging of items checked out and/or holds placed. If enabled, only patrons may access this information. Local Library staff have no ability to retrieve this log, though it is possible that a court order could compel our library catalog vendor to retrieve the log from the database.

Patron accounts, and all collected data they may contain, are purged after 5 years of inactivity after the expiration date.

### **Why We Collect Some Personally Identifying Information**

It is necessary for the Library to know a patron's name and contact information to conduct basic library business. For example, to verify residency, to let patrons know requested materials are ready, or to contact patrons about overdue materials. Date of Birth is collected so that juvenile cards may be given full access to library collections at age 18, and to differentiate between patrons with the same name.

### **Who Has Access to Collected Patron Information**

Only paid Library staff, not volunteers, have access to patron information, and only when it is relevant to performing job duties.

Patrons may opt-in in writing to designate another individual to have access to certain information on their account, such as items out and holds available.

Parents or legal guardians must accept legal and financial responsibility for their children's library materials in order to register them for a standard library card. The registration form also provides for release of the minor's records to the parent or guardian, as required by the [Library Privacy Act](#). Parents or legal guardians will have full access to the minor's library records until the minor reaches age 18.

Library1 cards are available for students at participating schools in our service area. The [Library Privacy Act](#) prohibits the Library from sharing library records of students holding Library1 cards with the participating schools or with parents and legal guardians.

We do not sell or license patron data. We do not disclose it to third parties without permission, except those working under contract with the Library, as provided for by the [Library Privacy Act](#), or as required by law.



## **Radio Frequency Identification (RFID) Tags**

RFID tags present on library materials contain only the barcode of the item they are attached to. There is no personally identifying information on RFID tags on BDL materials. RFID tags, like barcodes, do not facilitate tracking but simply allow for speedier transactions by Library staff and assist Library staff in locating materials in our buildings.

## **Holds Shelf**

Materials on hold for patrons are kept behind the desk and are not accessible by the public. Paper slips attached to materials that may contain personally identifying information are shredded after their intended use.

## **Photography at the Library**

The Library may make photo or video recordings of events. So long as imagery does not show the use of specific services, materials, or information resources, as governed by the [Library Privacy Act](#), the Library may use photos or videos for promotional purposes.

## **Surveillance at the Library**

Security cameras are used by the Library. Live and recorded video streams may be viewed by designated staff, and recorded video is stored for 30 days. Per the [Library Privacy Act](#), any recorded video that shows what materials or resources a patron is using is protected from disclosure. All other video remains subject to Freedom of Information Act (FOIA) requests. See our [Freedom of Information Act Policy](#) for details.

The Library employs counting devices at building entrances. These devices only record counts and retain no personally identifying information.

## **Cash Registers and Donations**

No personal data is collected during cash transactions. Credit card transactions are conducted securely via our payment processor's terminals, either in person or online, and are subject to the third-party's privacy policy. Library staff have no access to credit card numbers or any other personally identifying information from the credit card transaction, other than the patron's name.

The Library maintains a list of regular donors solely for the purposes of future contacts to those donors by the Library. In accordance with the [Library Privacy Act](#), the names of donors will not be released without consent or otherwise permitted by law. See our [Gifts and Donations Policy](#) for details.

## **Library-Provided Computers**

The Library provides computers for public use. The Library does not keep a record of who uses our computers, only an anonymous usage count. The Library uses security software to purge all

personal information and activity performed on each computer at the end of each patron session: browsing histories, files downloaded or created, etc., are all permanently erased upon reboot.

To further help protect patron privacy, staff are unable to assist patrons in filling out online forms.

### **Library WiFi Access**

No personally identifying information is collected when using the Library's WiFi service. Certain device information is collected in order for the service to function; namely: device name and the media access control (MAC) address. Collected information is purged once it is no longer necessary for the service to function, and only aggregate usage statistics are retained.

Patrons should be aware that while connected to any public WiFi network, other malicious third parties may be present on the network. The Library cannot be responsible for such things, and all patrons using any public WiFi network should take care to exercise good Internet security.

### **Circulating WiFi Hotspots**

WiFi Hotspots available for checkout do not collect any personally identifying information. Service providers may collect information at the network level. Any such practice would be governed by the third-party's privacy policy, and the Library would have no access to any such information.

### **Internet Content Filtering**

The Library must employ Internet content filtering on our computers, WiFi network, and circulating WiFi Hotspots to comply with Federal and State laws. No logs are maintained of any kind. The Library does not know what websites are accessed or what sites may have been blocked. Patrons who feel a site has been blocked in error should contact the Library.

### **Network Security and Monitoring**

The Library does not by default monitor any individual's activity on the network or a library computer. In order to assure the security and smooth operation of its computers and network, the Library reserves the right to investigate any possible misuse. The Library may monitor the use of Library-provided computers, temporarily enable additional logging, or take other lawful actions to conduct an investigation.

### **Printing at the Library**

All print jobs submitted to Library printers are held by the print server to allow reprinting in case of system errors until the end of each business day, at which point they are automatically purged.

## **Faxing at the Library**

Faxes are sent to and from the Library over a computerized faxing service and are deleted after successful transmission. Faxes received to the Library may be held for up to a week to allow time for a patron to retrieve them before they are automatically purged.

## **Library Photocopiers**

Library photocopiers are not enabled to store jobs, so no personally identifying information is ever collected or stored.

## **Library Website**

The Library website is encrypted via HTTPS. All communications between web browsers and our website may be generally considered private.

While browsing the Library web site, certain information about the visit is gathered and stored automatically. Information that is automatically collected and stored includes:

- Internet Protocol (IP) address of the visitor.
- Browser and operating system used.
- Date and time of the visit.
- What pages were visited and for how long.
- The address, if any, of the link followed to get to the Library's site.

The Library website uses cookies. A cookie is a small file sent to a web browser by a website, which are used to remember information about preferences on the pages you visit and help websites perform better. Visitors to our website can set their browsers to refuse to accept cookies, disable cookies, or remove cookies from storage. However, this may result in a lack of access to some Library services. Our Library servers use cookies to verify that a visitor is an authorized user.

The Library uses analytics services to collect data about the use of our website to make improvement and to track usage trends.

## **Event and Meeting Room Registrations**

Contact information may be collected on event registration forms. The Library may employ third-party services for event and meeting room registrations, which are covered by their own privacy policies.

## **Email Marketing and Notifications**

Upon registration, all cardholders aged 18 and above with an email address are opted in to receiving email marketing about library services and events. Patrons may opt out at any time.

From time to time, automated or staff-generated email or SMS/text messages may be sent to patrons about available materials, holds, overdue materials, etc.



## Reason for Policy

The purpose of this policy is to explain guidelines and limits on all items available for check-out at the Branch District Library (BDL or “Library”), as well as expectations for patrons prior to, during, and after borrowing items from the Library.

## Borrowing

All borrowers must have a valid library card from the Branch District Library to borrow materials. See the BDL [Library Card Policy](#) for details. Patrons must use their own library card to check out materials. A parent or guardian may check out items on their child’s account without the child present.

All patrons are expected to bring their library cards to check out items. In the absence of a library card, staff will accept a valid, government-issued ID that corresponds with the information on file, or a verification of contact information.

See the [Library Card Policy](#) for card types and eligibility requirements.

## Borrowing Privileges

The following borrowing privileges are available to BDL cardholders:

- Adult
  - May check out any library materials.
  - For those aged 18 and above.
  - Available for those under 18 with permission of a parent or legal guardian.
- Juvenile without Audiovisual Privileges
  - May check out only print items in the shelved in the Juvenile and Young Adult sections.
  - No access to digital circulating materials.
  - Available for those under age 18.
  - At age 18, this account elevates to the Adult Library Card type.
- Juvenile with Audiovisual Privileges
  - May check out any library materials shelved in the Juvenile and Young Adult sections.
  - No access to digital circulating materials.
  - Available for those under age 18.
  - At age 18, this account elevates to the Adult Library Card type.
- Educator

- May check out any library materials.
- Available to educators at schools or homeschools aged 18 and above.
- Organization
  - May check out any library materials.
  - Available to community organizations who have the need to check out items for a group setting.
- Library1
  - May check out a single physical item at a time from the Library.
  - Full access to digital materials.
  - For students at participating schools in Branch County under the age of 18.
- E-Card
  - Full access to digital materials.
  - May not checkout any physical materials.
  - Available for any age.
  - Possible to upgrade to a library card with full privileges in accordance with the [Library Card Policy](#).

## **Lending**

The Library assures free access to its holdings. Most materials will be on open shelves, freely and easily accessible to the public. To ensure equitable access to different materials, the Library does restrict circulation of reference materials and may establish different loan periods for select materials or hold certain materials at a service desk.

The Library does not limit minors to the use of materials only in the Juvenile and Young Adult collections. Parents or legal guardians have the right and responsibility to determine what is appropriate for their own children. Parents or legal guardians will select the desired level of borrowing privileges for their minors during library card registration, but the book stacks remain open and accessible to all users.

The Library does not label materials or their catalog records to indicate the material's point of view or bias. The Library does not add or remove evaluative labels from materials, such as motion picture ratings or language ratings on some audio materials. For more information on labeling of library collections, see the ALA Labeling Statement.

## **Loan Periods**

The Library loans materials for a finite period of time. The following loan periods apply to all borrowing privilege levels, except for Educator:

- 7 days  
Videos.

- 14 days  
New materials, audiobooks, periodicals, kits.
- 28 days  
Books.

Educator privileges have the following loan periods:

- 14 days  
New materials, periodicals, kits.
- 30 days  
Videos, audiobooks.
- 60 days  
Books.

The Library Director may establish new loan periods for materials added to the collection which are in a new format.

Patrons have the option to renew most checkouts for one additional loan period, as long as the item does not have a waiting list. Due to high demand, WiFi Hotspots may not be renewed.

Because patrons have access to materials from other libraries through MeLCat, it is possible that other loan periods may exist. Patrons should refer to their online account, or check-out slip to find the correct due date for each item. MeLCat renewal options vary depending on the lending library. Materials available through digital services have their own loan periods.

## **Holds**

Patrons may place holds to get on the waiting list for materials. Holds may be placed at any time from the Library's online catalog, or by calling the Library. Patrons will be notified by their preferred method when materials are available for pickup. The Library will hold materials for pickup for 10 calendar days from time of notice. If materials are not picked up within this time, the holds will be canceled and the materials returned to circulation.

## **Limits**

The Library sets limits on the number of physical items patrons may have checked out at one time from our collection based on borrowing privileges and media type. MeLCat and digital services may have their own limits.

- Adult, Juvenile, and Organization borrower types
  - 30 items total.
  - 10 audiovisual items.
- Educator borrower types

- 60 items total.
- 10 audiovisual items.
- Library1 type
  - 1 physical item total.

### **Fines, Fees, and Overdues**

The Library does not charge late fees for materials, but does expect materials to be returned when they are due. Materials that are lost or damaged are subject to charges as defined in the [List of Fines and Fees Policy](#).

Because patrons have access to materials from other libraries through MeLCat, it is possible that these other libraries will assess charges for lost or damaged materials. In these cases, the Library will pass on any charges to the patron.

The process for handling overdue BDL materials leading to billings is as follows:

- At 7-days overdue, a notice is sent to the patron by email, if they have an email address on file, otherwise by paper mailing.
- At 21-days overdue, a paper mailing is sent to the patron requesting that the materials are returned immediately and warning of the consequences of charges and the potential loss of borrowing privileges if materials are not returned.
- At 28-days overdue, materials are marked lost and the patron is sent a paper bill.

Patrons' borrowing privileges will be restored if overdue materials are returned or their bill is paid. Patrons may also restore access to library services if they have arranged a payment plan for any account charges with the Branch Manager.

The Library does not accept replacement copies of materials.

Lost materials that have previously been paid for by the patron can be returned to the Library for reimbursement of charges if the materials are returned in acceptable condition, within 60 days of receipt of payment, and with the original receipt.

If materials are damaged so as to be judged by the Library as being unusable for the collection, staff will assess damage charges. See our [List of Fines and Fees Policy](#) for details. Notice of these charges will be sent to the patron.

If unpaid charges for lost or damaged materials are \$20 or greater, the patron will be denied borrowing privileges and access to computer services by being barred in our Library System.



## Reason for Policy

Branch District Library provides on-site services at all of its branches to any member of the public. However, only people who have applied for and been granted a Branch District Library card may borrow library materials and use certain library-provided online resources. This policy describes the different types of library cards available and the requirements for each.

## Definitions

- “Adult” means people age 18 or older
- “Minor” means people from birth to age 18
- “Service Area” means Branch County or the geographic jurisdiction of any other governmental jurisdiction that contracts with Branch District Library for library services

## Types of Branch District Library Cards

1. Resident cards (expires after 1 year)
2. Annual Non-resident cards (expires after 1 year)
3. Temporary non-resident cards (expires after 3 months)

## Resident Card Requirements

- Available to adult and minor residents of the service area
- Available to adult owners of businesses within the service area
- Available to students attending schools within the service area
- Available to educators at schools and homeschools within the service area
- Resident cards are free

## Non-Resident Card Requirements

- Available to adults and minors who live outside the service area
- Available to adult owners of businesses outside the service area
- Non-resident cards are available for a fee, with temporary cards having one-quarter the fee of the annual card. See the [List of Fines and Fees Policy](#) for details.

## Replacement of Lost Cards

A patron with a lost card, should notify the library as soon as possible and request a replacement. Patrons are allowed one free replacement in a twelve-month period, after that will be charged for replacement. See the [List of Fines and Fees Policy](#) for details.

## Identification Requirements

All applicants for library cards, other than E-cards, must present proof of identity and residence. Other proofs are required as noted below for minors. Acceptable proofs include the following:

- Driver's license or state personal identification card
- Voter registration card
- Property assessment in the applicant's name for an address in the service area
- Utility bill in the applicant's name for an address in the service area
- Current lease, mortgage papers or rent receipts that are officially printed and which show the applicant's name for an address in the service area
- Students and teachers not living within the service area should present official student identification from a school within the service area
- To get a regular library card, minors must be accompanied by a parent or legal guardian unless they are:
  - Married, in which case, they must present their marriage license or certificate; or
  - Emancipated, in which case, they must present their emancipation papers
- ~~• Library One Cards are available for free to any minor student in our service area. The Library One Card gives full access to digital services and 1 print item checkout at a time.~~

## Exception

People who object to applying for, or using, a library card due to religious reasons may still have full library privileges if they provide their reason for objection. The Branch District Library will maintain a record of their name, address, and phone number in the Library's computer system.



## Fines

- There are no overdue fines.

## Fees

- |   |                        |
|---|------------------------|
| • Non-resident library card fee                   | \$50/year              |
| • Temporary (3-month) library card fee            | \$12.50                |
| • Photocopies or computer prints, black and white | \$0.15/side            |
| • Photocopies or computer prints, color           | \$0.25/side            |
| • Replacement Library Card                        | \$0.50                 |
| • Referral to collection agency                   | \$15                   |
| • Sending fax                                     | No charge              |
| • Receiving fax                                   | \$0.15/page if printed |
| • Notary service                                  | No charge              |
| • Lost or damaged materials                       | Original retail cost   |
| • Lost or damaged packaging                       | Current retail cost    |



Branch District Library will proctor exams for students. Arrangements for the proctoring of exams must be made within 48 hours (2 days) of the date that the student wishes to take the exam. ~~Arrangements to schedule an exam can be made by calling the library, or through e-mail.~~

The following are guidelines for students who wish to have their exams proctored:

- ~~• Local students and library patrons will not be charged a fee.~~
- ~~• Students who are not local residents will be charged a \$5.00 fee per exam. This fee must be paid at the time the exam is taken.~~
- The library will proctor mailed, e-mailed, faxed, or online exams. Any costs for printing will be charged to the student at the current rate per page.
- It is the student's responsibility to make sure to coordinate the transfer of the exam from the testing institution to the Library and to verify that the exam has been received by the Library.
- The student will be required to show a valid picture I.D. at the time the exam is taken.
- The student should allow sufficient time to complete the exam. Exams must be taken during the Library's open hours and must be completed 30 minutes prior to the closing of the Library.



## **Reason for Policy**

The Branch District Library (BDL or “Library”) makes Internet access available so that users within its service area can use the educational, informational, and cultural resources of the World Wide Web. Access is a privilege, not a right, and requires users to be civil, courteous, and lawful.

## **Sign-In**

Users must sign in before using a public Internet-access computer. Users will be allowed a limited amount of time each day to use the computers and must stop using the computer immediately upon completion of their session.

## **Internet Filtering**

Internet access at the Branch District Library System is restricted through the use of filtering software. The [Children's Internet Protection Act \(CIPA\)](#) and the [Michigan Library Privacy Act \(Act 455 of 1982\)](#) require that all Internet-accessible computers at the Library be restricted from viewing materials that are obscene or harmful to minors.

Internet content filters are fallible. If patrons feel that a particular site is inappropriately blocked, they may request Library Staff to unblock said site. At that time Library Staff will, within reasonable time and workload limits, examine the site in question and make the determination if it should remain blocked or be unblocked, according to the standards set forth by CIPA and the [Michigan Library Privacy Act](#).

Adults, defined by CIPA as persons aged 17 and older, may request to have access to an unfiltered device, “to enable access to bona fide research or other lawful purposes.” However, adults are still not allowed to display restricted materials within view of minors.

## **Privacy**

When using a library computer, complete privacy cannot be guaranteed. Users are cautioned that the Library's Internet-accessible computers are located in public areas, which must be shared by users of all ages, backgrounds, and sensibilities. Users are asked to consider this and to respect the sensibilities of others when accessing potentially offensive information and images.

Due to the open nature of the Internet, all transactions, files, and communications are vulnerable to unauthorized access and use, and therefore, should be considered public. Users are advised not to disclose personal information, such as Social Security numbers, addresses, telephone numbers, etc., over the Internet. To further help protect patron privacy, staff are unable to assist patrons in filling out online forms.

The Library does not keep a record of who uses our computers, only an anonymous usage count. The Library uses security software to purge all personal information and activity performed on each computer at the end of each patron session: browsing histories, files downloaded or created, etc., are all erased.

See our [Privacy Policy](#) for details.

## Downloads

Patrons are encouraged to use their own storage devices to download files to, or they may purchase storage devices at a service desk. The Library assumes no responsibility for damages incurred to another computer due to viruses or other corrupted files contained on storage devices used with the Library's computers.

## Printing

Computer printing is available for a fee from Library computers. Printouts may be paid for and picked up at a service desk. Patrons are responsible to pay for all pages sent to the printer. The Library is not responsible for loss of data that may occur when printing.

## Copyright

[U.S. Copyright law \(Title 17, U.S.C.\)](#) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs, or data) without the explicit permission of the copyright holder. Any responsibility for any consequences of copyright infringement lies with the users; the BDL expressly disclaims any liability or responsibility resulting from such use.

## Wireless Network

The Library provides wireless Internet access to our patrons. Internet filtering is in effect on the network and may not be disabled. Individuals age 17 and older may instead request to use a Library computer for unfiltered access, if a workstation is available. Patrons are cautioned that wireless Internet access is inherently insecure, except when a website supports encryption (such as banks, shopping, etc.). Library staff cannot provide technical support to patrons.

## Violations

Violations of this Acceptable Use Policy, or any activity prohibited under any applicable federal, Michigan, or local law may result in the loss of computer privileges. Any staff member who observes such a violation shall (1) note the violation, including the address of the objectionable site, if applicable; (2) direct the patron to leave the Internet site immediately or leave the computer workstation immediately; and (3) inform the patron of his or her right to appeal the denial of Internet access to the Library Director. Any patron dissatisfied with the decision of the Library Director may appeal to the Branch District Library Board.

**Disclaimer**

The BDL does not guarantee that its computer systems will meet the specific needs of any user, or be error-free and without interruption. The Library will not be liable for any direct or indirect, incidental, or consequential damages (including lost data or profits) sustained or incurred in connection with the use, operation, or inability to use the systems.