

**Westland Public Library
Board of Trustee Minutes
July 9, 2008
Community Rooms A & B**

A regular meeting of the Board of Trustees of the William P. Faust Public Library of Westland, MI was held on Wednesday, July 9, 2008, at 6123 Central City Parkway, Westland, Michigan.

1. Call to Order.

The meeting was called to order at 7:05 P.M. by Board Vice President Jim Bloom.

Roll Call.

Members Present: Duane Moody, Leslie Bell, Jim Bloom, Sam Durante.

Also Present: Library Attorney, Michael McNamara; Library Director, Cheryl Napsha.

2. Citizen's Comments.

None.

3. Consent Calendar.

None.

4. Guest Presentations.

None.

5. Business.

Motion to add item E – Discussion of Circulation Policy in response to Citizens Comment by Ms. Farmer at June meeting: Durante
Support: Bloom

Roll Call: Moody, yes; Bell, no; Durante, yes; Bloom, yes
Motion Carried.

A. Employee of the Month

Kristy Cooper is recognized as the library's employee of the month.

B. Approval of June 11, 2008 regular board meeting minutes.

Motion to approve minutes: Moody

Support: Bell
Roll: Moody, yes; Bell; yes; Durante, yes; Bloom, yes.
Motion Carried Unanimously.

C. Approval of Bills

Motion to approve bills: Bell
Support: Moody
Roll Call: Moody, yes; Bell; yes; Durante, yes; Bloom, yes.
Motion Carried Unanimously.

D. Board of Trustee Election of Officers.

1. President

The chair opened nominations for President.

Mr. Moody nominated Daniel Bourdeau.
Support: Durante

Mr. Bourdeau indicated he would accept the nomination through an email to Mr. Moody.

Mr. Durante moved the nominations be closed.
Support: Moody.

Roll Call: Moody, yes; Bell, yes; Durante; yes; Bloom, yes.
Daniel Bourdeau is elected Board President for 2008-2009.

2. Vice President

The chair opened nominations for Vice President.

Mr. Moody nominated Leslie Bell.
Support: Durante.

Mrs. Bell indicated she would accept the nomination.

Mr. Durante moved the nominations be closed.
Support: Moody.

Roll Call: Moody, yes; Bell, yes; Durante, yes; Bloom, yes.
Leslie Bell is elected Board Vice President for 2008-2009

3. Secretary

The chair opened nominations for Secretary.

Mrs. Bell nominated Jim Bloom.
Support: Moody.

Mr. Bloom indicated he would accept the nomination.
Mr. Durante moved the nominations be closed.
Support: Moody

Roll Call: Moody, yes; Bell, yes; Durante, yes; Bloom, yes
Jim Bloom is elected Secretary for 2008-2009.

4. Treasurer

The chair opened nominations for Treasurer.

Mrs. Bell nominated Duane Moody.
Support: Durante

Mr. Moody indicated he would accept the nomination.

Mrs. Bell moved the nominations be closed.
Support: Durante

Roll Call: Moody, yes; Bell, yes; Durante, yes; Bloom, yes
Duane Moody is elected Treasurer for 2008-2009

Motion to move trustee meeting to Tuesday evenings: Bloom
No Support

Motion to accept meetings dates as presented: Moody
Support: Bell

Roll Call: Moody, yes; Bell, yes; Durante, yes; Bloom, yes; Bourdeau, yes.
Motion Carried Unanimously.

6. Director's Report

No additional comments from the Director.

Mrs. Bell had a couple of questions regarding the new computers with their lack of ability to run JAVA and YouTube. Ms. Napsha responded that the TLN team would be looking at the issue.

7. Committee Reports.

a. Policy Committee.

Committee reported out recommended changes to Circulation Policy as follows:

OLD

A. Circulation Policy Introduction

Circulation of collection materials is a primary function of the library. Materials circulation allows library patrons access to, and the use of, a broad range of the collection without requiring either the materials or the library patrons to remain at the library. To ensure the equity of access to various library materials by multiple library patrons occurs, circulation policies and procedures are established.

Areas covered by the circulation policy include: patron library cards, registration policies, confidentiality of patron registration records, Privacy Act compliance, lost cards, loan periods for the various material types and patron classes, deposit for collection items, requests, interlibrary loan, borrowers' rights and responsibilities, overdues, fines and fees, damaged/lost materials, and suspension of privileges.

NEW -

**Delete Section A, Old Subsection B now becomes Subsection A
Subsection A's wording has been modified.**

OLD

B. Patron Registration

1. LIBRARY PATRON CLASSES

General Library Patrons

General library patrons of all ages are:

- Residents of the City of Westland
- Taxpayers in Westland
- Residents holding a library card from a TLN member library participating in the shared TLN library automation system (DRA). (Note: TLN is Westland's library cooperative serving Wayne, Oakland, Washtenaw, and Livingston counties. TLN stands for The Library Network.)
- Residents holding a library card from a TLN member library not participating in the shared TLN library automation system (DRA).
- Residents holding a library card from any TLN member library whose place of residency contracts with a TLN member library.

Library Staff Patrons

Paid employees of the Library, with no residency restrictions.

Non-resident Library Patrons

- Residents of non-TLN member library communities who work or attend school in the City of Westland. There will be no charge for these patrons.
- Residents of non-TLN member library communities or non-reciprocal TLN member libraries may purchase a Westland Library Card for a six month period or twelve month period from date of issue. The fee will be \$25 for six (6) months or \$40 for twelve (12) months.

Temporary Library Patrons

- Non-residents of the City of Westland who live in a TLN member community, but who do not have a library card.
- Temporary residents of the City of Westland.

Contract Library Patrons

Comment [JB1]: Deleted

- A resident of a non-TLN member community that contributes funding to a TLN member library.
- Library cards not issued by Public Library of Westland.

Blind, Physically Handicapped, Learning Disabled Library Card

Comment [JB2]: Deleted

Library cards issued by the Wayne County Regional Library for the Blind and Physically Handicapped.

Institutional Library Patrons

Comment [JB3]: Deleted

Library cards issued to workers at institutions located in the City of Westland that require institutional borrowing privileges. Such institutions include, but are not limited to, businesses, churches, city government departments, day care facilities, nonprofit organizations, nursing homes, senior citizen housing, and assisted-living facilities. Institutional cards are issued in the name, and with the address and telephone number, of the institution, which is responsible for all borrowing on the card.

- Residents of the City of Westland who are workers at institutions located outside the City of Westland are ineligible for an Institutional Library card. These persons are encouraged to apply for such a card at the library in the community in which they work.
- Institutional cards issued by other libraries will not be honored in Westland.

School Library Patrons

Comment [JB4]: Deleted

Library cards issued to instructors at recognized facilities located within the City of Westland who require collections for classroom use. School library cards are issued in the name of the instructor, who is responsible for all materials borrowed on the card, with the educational facility's address and telephone number noted as the primary address and telephone number.

2. CIRCULATION SERVICES FOR LIBRARY PATRONS Comment [JB5]: Deleted

These Library patron classes are able to borrow all circulating items, and to place requests on items, place interlibrary loans; and are subject to any restrictions imposed by material type, delinquency status, and cooperative agreements.

- General Library Card
- Library Staff Card
- Non-resident Library Card¹
- Temporary Library Card
- Contract Library Card
- Blind, Physically Handicapped, Learning Disabled Library Card
- Institutional Library Card²
- School Library Card²

3. PATRON CARD TERMS Comment [JB6]: Deleted

General Library Card, Contract Library Card

- Cards expire three years from date of issue.
- Cards are renewable by patrons in good standing, subject to identification verification.

Library Staff Card

- Staff library cards expire when the employee terminates positions.
- For residents of Westland and TLN member libraries, cards revert back to general patron card status, or other appropriate card type.

Non-resident Library Patron Cards and Institutional Library Cards

- Cards expire in one year from date of issue.
- Cards are renewable by patrons in good standing, subject to identification verification.

Temporary Library Card

- Cards expire one month from date of issue.
- Cards are not renewable, except by people residing in Westland for longer than one month. In these cases, the card is renewable in one-month increments.
- Cards must be verified.

School Library Card

- Cards expire at close of school year.
- Cards are renewable by patrons in good standing, subject to identification verification.

4. VERIFICATION OF IDENTIFICATION AND ADDRESS Comment [JB7]: Moved to A. 6a

- People seeking library cards must be able to provide identification verifying their identity and address.
- Required forms of identification are:

- A current Michigan driver license or State of Michigan identification card.
- Non-resident property owners, in addition to identification, must show proof of ownership. Acceptable forms of proof of ownership are the most recent property tax bill or mortgage receipts, or a title
- Non-residents who attend school or work in Westland, in addition to the identification and address verification previously listed, must show proof that they attend school or work in Westland. Acceptable forms of proof are a valid school or employee identification card; current school registration or grade report (for students); business card or postmarked envelop addressed to the worker at the Westland business (for workers); or a signed letter on school or business letterhead from a supervisor.
- For Institutional and School cards, in addition to the identification and address verification previously listed, a letter on business or school stationery requesting such a card, is required.
- For Temporary residents of Westland, in addition to the identification and permanent address verification previously listed, proof of temporary residency is required. Acceptable forms of temporary residency verification include a lodging receipt showing length of stay, or affirmation by a Westland resident and/or property owner who meets the identification and address verification criteria previously listed.
- The William P. Faust Public Library of Westland will not honor unverified library cards of any type.

5. LIBRARY CARDS FOR MINORS (Persons under the age of 18 years)

Comment [JB8]: Moved to A.4

- Minors with their own picture identification cards with a current address may present such cards as proof of identification and address verification.
- All card applications for minors must be co-signed by a parent or legal guardian, who is then legally liable for any fines or fees incurred by the minor library patron. Parents/legal guardians who are unable to co-sign a minor's card application in person must attach a photocopy of their driver's license or other current form of acceptable identification that has a signature.
- Parents or legal guardians who reside at an address different from the minor applicants must provide identification and address verification for both themselves and any minors lacking their own picture identification card with current address.

6. PERSONAL IDENTIFICATION NUMBERS

Comment [JB9]: Deleted

Library patrons will be required to select a four (4)-digit Personal Identification Number (PIN) when they apply for a library card. This number is masked from the staff, so that if it is forgotten, a new PIN must be selected by the patron. The PIN number must be used in conjunction with the library card number, which is unique to each patron.

7. PATRON VERIFICATION IF LIBRARY CARD FORGOTTEN

Comment [JB10]: Moved to A. 5

In the event that a patron has temporarily misplaced, or forgotten his or her library card, the following procedure shall be followed to verify the patron's identity:

- Adult Verification requires:
 - A current Michigan driver license or State of Michigan identification card.
- Minor Verification will include:
 - A current Michigan drivers license or State of Michigan identification card.
 - Picture identification card such as a school identification card.
 - A parent or legal guardian may verify the identity of a minor if the parent or legal guardian has his or her own current Michigan drivers license or State of Michigan identification card that contains the same address as that of the minor.

If a Minor does not have picture identification and if a parent or legal guardian of the Minor is not in the Library, the staff member may, at his or her discretion, require the Minor to provide information that can be checked against the patron record. Such information may include middle name of the Minor, the last four digits of the Minor's telephone number, name of parent or legal guardian listed on the patron record.

NEW

Remove Subsection B (now A) #s 1-7

A. Patron Registration

1. Library cards may be issued at no charge to the following:

Comment [JB11]: New

- Residents of the City of Westland.
- Taxpayers of the City of Westland who reside elsewhere.
- Non-residents who work or attend school in the City of Westland.
- Cardholders from libraries belonging to The Library Network (TLN), the Westland library's cooperative.
- Cardholders from libraries participating in the Michicard statewide loan system.
- Library employees.

Comment [JB12]: From B.1. General Library Patrons

Comment [JB13]: From B.1. General Library Patrons w/ additional wording

Comment [JB14]: From B.1 Non-Resident Library Patrons

Comment [JB15]: New

Comment [JB16]: From B.1 Library Staff Patrons

Cards expire three years from date of issuance and may be renewed by patrons in good standing, subject to identification verification.

Comment [JB17]: From B.3 General Library Card

Employee library cards expire when the position is terminated.

Comment [JB18]: From B3 Library Staff Card

2. Temporary cards may be issued at no charge to the following:

Comment [JB19]: From B.3 Temporary Library Card

- Temporary residents of the City of Westland.

- Non-residents of the City of Westland who live in a TLN member community, but do not have a card from their home library.
- Non-residents of the City of Westland who live in a Michicard member community, but do not have a card from their home library.

Comment [JB20]: New

Comment [JB21]: New

Temporary cards expire one month from date of issue. They are renewable only for people residing in Westland longer than one (1) month, and must be verified monthly.

Comment [JB22]: From B. 3
Temporary Library Card

3. Library cards may be issued for a fee of \$25 for six (6) months or \$40 for twelve (12) months to the following:

Comment [JB23]: From B. 1. Non-resident Library Patrons

- Residents of communities not participating in The Library Network (TLN).
- Residents of communities not participating in the Michicard statewide loan system.

4. Library cards may be issued to persons under 18 years of age, subject to the following:

Comment [JB24]: Reworded from B. 5

- All card applications for minors must be co-signed by a parent or legal guardian. The person who signs the library card application for a minor child is responsible for any outstanding fines, bills or overdue materials on the child's card.
- Parents or legal guardians who are unable to visit the library to sign a minor's card application in person must attach a photocopy of their driver's license or other current form of acceptable identification that has a signature.
- Parents or legal guardians who reside at an address different from the minor applicant must provide identification and address verification for both themselves and any minors lacking their own picture identification card with current address.
- Minors with their own picture identification cards with a current address may present such cards as proof of identification and address verification.

5. A library card must be presented at time of checkout. If the patron does not have their card, the following procedures may be used to verify the patron's identity:

Comment [JB25]: From A.5 and reworded

- Current Michigan Driver's license of State of Michigan identification card.
- Verification for minors includes:*
- Photo identification card, such as school I.D. card.
 - A parent or legal guardian may verify the identity of a minor if he/she has appropriate identification.
 - Staff may, at their discretion, ask the minor to orally provide information that may be checked against the patron record. Such information may include minor's middle name, last four digits of minor's telephone number, or name of parent or legal guardian listed on the patron record.

VERIFICATION OF IDENTIFICATION AND ADDRESS

Comment [JB26]: Should be numbered 6, from A.4 Reworded.

1. People seeking library cards must be able to provide identification verifying their identity and address. Acceptable forms of identification include:

- A current Michigan driver's license or State of Michigan identification card
- A valid school identification card.

Non-resident property owners must also provide proof of ownership. Acceptable forms of proof include the most recent property tax bill, mortgage receipts, or a title.

In addition to the items previously listed:

2. Non-residents who attend school or work in Westland must show proof that they attend school or work in Westland. Acceptable forms of proof are:

- A valid school identification card
- Employee identification card
- Current school registration or grade report (for students)
- Business card or postmarked envelope addressed to the worker at the Westland business (for workers)
- Signed letter on business or school letterhead from a supervisor

3. Temporary residents of Westland must show proof of temporary residency. Acceptable proof includes:

- Lodging receipt showing length of stay
- Affirmation by a Westland resident and/or property owner who meets the identification criteria previously listed.

OLD

C. Borrower's Rights and Responsibilities

1. RIGHTS

- On the library card application, the Library assures potential library patrons that information will be confidential. Individual information provided on an application cannot be provided to anyone other than the applicant or library staff members or contractors requiring it for circulation purposes, except as covered by the Library Privacy Act. Individual information about materials borrowed by library patrons is confidential and may not be shared with other patrons, or with staff members or contractors, outside the necessary scope of library work.
- Michigan's Library Privacy Act (P.A. 455, 1982) forbids the disclosure of library records to another party with the written consent of the individual whose records are sought, unless there is a court order for release of those records. This act applies to parents and/or legal guardians who co-sign for minors, as well as spouses, and other relatives.
- The Library reserves the right to gather, disseminate, and otherwise use statistics about library patrons as a whole, including demographic and broad borrowing pattern characteristics.

2. RESPONSIBILITIES

Materials

On the library card application, borrowers accept responsibility for materials borrowed on the library card issued from the application. This responsibility includes returning borrowed items in substantially the same condition, allowing for normal wear and tear, in which such items were borrowed and complying with established policies on loan periods, renewals, fines, and fees.

Name/Address/Telephone Number Changes

It is the library patron's responsibility to inform the library of any changes of name, address, and/or telephone number that might affect library patron's status or the library's ability to contact the patron.

Lost or Stolen Library Cards

It is the library patron's responsibility to immediately inform the library of a lost or stolen library card, so that borrowing privileges on that card can be canceled. A card replacement fee of \$1.00 will be charged. If this fee cannot be paid immediately, it will be recorded as a fee on the patron's record in the DRA database and removed from the record when paid.

NEW

Section C (Old), now Section B (New) – Some wording changed.

B. Borrowers' Rights and Responsibilities

1. RIGHTS

- The library card application states that patron information is confidential. Individual information provided on an application may not be provided to anyone other than the applicant or library staff members or contractors requiring it for circulation purposes, except as covered by the Library Privacy Act.
- Individual information about materials borrowed by library patrons is confidential and may not be shared with other patrons, or with staff members or contractors, outside the necessary scope of library work.
- Michigan's Library Privacy Act (P.A. 455, 1982) forbids the disclosure of library records to another party without the written consent of the individual whose records are sought, unless there is a court order for the release of these records. This act applies to parents and/or legal guardians who co-sign for minors, as well as spouses, and other relatives.
- The Library reserves the right to gather, disseminate, and otherwise use statistics about library patrons as a whole, including demographic and broad borrowing pattern characteristics.

2. RESPONSIBILITIES

In signing the library card application, cardholders accept responsibility for the following:

- *Materials.* Cardholders must return all borrowed items. Items must be in substantially the same condition, allowing for normal wear and tear, in which they were borrowed.
- *Borrowing policies.* Cardholders must comply with established policies on loan periods, renewals, fines, and fees.
- *Changes to Personal Information.* Cardholders must inform the library of any changes of name, residence address, email address or telephone number that might affect their status or the library's ability to contact them.
- *Lost or Stolen Library Cards.* Cardholders must immediately inform the library of a lost or stolen library card, so that borrowing privileges may be suspended. A fee of \$1 will be charged for replacement cards.

OLD

D. Loan Periods, Renewals, and Item Value Limit

1. LOAN PERIODS:

- New adult fiction 1 week
- New non-fiction, Oprah Book Club items, Book Discussion Group items 2 weeks
- Books 3 weeks
- Books on Tape 2 weeks
- Videos, CD ROMs, DVDs 2 weeks
- CDs and cassettes 2 weeks
- Magazines and pamphlets 1 week
- Circulating encyclopedias 1 week

2. EXTENDED LOAN PERIODS

- Library patrons who will be away on an extended trip, and whose items would normally come due, can get an extended loan at the library's discretion, for up to 60 days.
- Renewals on extended loans will be at the discretion of the staff.
- Items owned for less than one year cannot have an extended loan.
- No more than 10 items may be borrowed for an extended loan period.
- Extended loans will not be given to library patrons who have any overdue materials or owe fines and/or fees.

3. RENEWAL PERIODS

- All circulating items may be renewed for the standard loan period for such materials. Items can be renewed no more than two times after the original loan period.
- Items for which a request or hold has been placed cannot be renewed.
- Items can be renewed over the telephone. Renewals by telephone are limited to three items per call. Items can be renewed [sic] and with computer dial-in service.

- Interlibrary loan items from TLN member libraries on the DRA system may only be renewed once for the standard loan period set for the material type by the lending library.
- Interlibrary loan items from TLN member libraries not on the DRA system may be renewed only with the consent of the lending library, which also determines the renewal period.
- OCLC items cannot be renewed.

4. ITEM VALUE LIMIT

- Patrons will be limited to a \$1,500.00 maximum value for all collection items checked out at one time for a single patron.

NEW

Section D (old) now Section C

C. Loan Periods, Renewals, and Item Value Limits

1. LOAN PERIODS

- | | |
|-----------------------------|---------|
| • New adult fiction | 2 weeks |
| • New adult non-fiction | 2 weeks |
| • Book Club in a bag | 8 weeks |
| • Circulating encyclopedias | 2 weeks |
| • All other books | 3 weeks |
| • Audio books | 2 weeks |
| • Music tapes & CDs | 2 weeks |
| • Videos & DVDs | 2 weeks |
| • CD-Roms | 2 weeks |
| • Magazines & pamphlets | 1 week |

Comment [JB27]: Changed from 1 week

Comment [JB28]: Changed from 1 week

2. EXTENDED LOAN PERIODS

- Library patrons who will be away on an extended trip may, at the time of checkout, request an extended loan for up to 60 days.
- Renewals on extended loans will be at the discretion of the staff.
- Items with holds placed on them may not have an extended loan.
- A maximum of ten (10) items may be borrowed on extended loan.
- Extended loans will not be given to patrons with overdue materials or who owe fines or fees.

Comment [JB29]: Wording cleaned up

3. RENEWAL PERIODS

- All circulating items may be renewed for the standard loan period of such materials.
- Items may not be renewed more than twice without permission from a Supervisor.
- Items may not be renewed if requested by another patron.
- Items may be renewed in person, by telephone or through the library's website.

Comment [JB30]: Wording cleaned up

- Interlibrary loans received through TLN or MelCat may be renewed only with the consent of the lending library, which determines the loan period.
- OCLC items may not be renewed.

Comment [JB31]: MelCat added with changes in ILL procedures at TLN

OLD

I. Materials Assessments & Collection Deposits

1. LOST AND DAMAGED MATERIAL ASSESSMENTS

- All borrowed materials that are lost or damaged beyond reasonable wear and tear must be paid for by the responsible borrower.
- Returned incomplete sets (e.g. multi cassette books-on-tape) will be assessed for the entire set value.
- Assessment will be:

○ Video	\$1.50
○ Individual Cassette	\$1.00
○ Multiple Case Cassette	\$6.00
○ CD	\$1.00
○ CD-ROM	\$1.00
○ Kit Bag	\$6.00
- Because of differing or special editions, replacement copies of items will not be accepted in lieu of payment.
- Fines owed on the item will be nullified at the time of the replacement payment.
- Library patrons who pay for lost items will be issued a receipt for the amount of payment. The replacement cost will be refunded if, within six months of payment, the items are found and returned with the receipt.
- When lost or damaged materials are paid for, all record of the fine and fees will be permanently removed from the patron's record.

2. DEPOSIT FOR COLLECTION ITEMS

- The Library will require a twenty dollar (\$20.00) deposit at the time of checkout for high non-return subjects.
- Items requested under this category from other libraries will fall under Westland policy and a deposit will be required.
- Collection items requiring a deposit must be returned to the Circulation Desk in order for the deposit to be refunded.
- The Patron will forfeit the deposit if the item is placed in a collection return or if the item is overdue.

Lost and damaged material fees still pertain to these collection items.

Comment [JB32]: ITEMS 4 & 5 removed. Board approved "item limit" last year

4. ITEM VALUE LIMIT

- Patrons will be limited to a \$1,500 maximum value for all collection items checked out at one time to a single patron.

5. ITEM LIMIT

- Patrons are limited to a total of 100 items at one time.
- Patrons are limited to a total of 15 videos, DVDs or CDs at one time.

NEW

Section I (old) is now Section D (new)

D. Fees and Fines

Comment [JB33]: Title changed from "Materials Assessments & Collection Deposits."

- Library users are expected to return all materials within the established borrowing period, unless they make arrangements to renew the materials.
- If materials are not returned or renewed by their due date, late return fines will be added to their library record.
- Fines will accrue for every day that the library is open, at the following rates:

Comment [JB34]: From Sec. F

1. All books	\$. 20
2. Magazines	\$. 20
3. Videos and DVDs	\$1.00
4. CD-ROMs	\$1.00

- Fines for materials are capped as follows:

1. Popular paperbacks	\$ 5.00
2. Magazines	\$ 4.00
3. All other materials	\$10.00

- All materials that are not returned, or are returned damaged beyond repair, must be paid for by the responsible borrower.
- Returned incomplete sets (e.g., audio-visual material with multiple discs or booklets) will be assessed for the entire set value.
- The assessment will be the list price of the item at time of library purchase, plus a \$5.00 processing fee per item.
- Audio-Visual materials will be assessed as listed above, and include an additional cost for replacement of the AV case, at the following fee:

1. Video Case	\$1.50
2. Individual Cassette	\$1.00
3. Multiple Case Cassette	\$6.00
4. CD or CD-ROM	\$1.00
5. Kit Bag	\$6.00

- Because of differing or special editions, replacement copies of items will not be accepted in lieu of payment.

Fines owed on the item will be nullified at the time of the replacement payment.

OLD

E. Delinquent Library Patrons

1. **REVOCACTION OF LIBRARY PRIVILEGES**
Library patrons with fine and/or fees totaling more than fifteen dollars (\$15.00) will be considered delinquent and will have their circulation privileges suspended until the amount owed falls below fifteen dollars (\$15.00).
2. **OUTSTANDING NON-RETURNED LIBRARY MATERIALS**
 - If no response is obtained from patrons with non-returned and overdue materials, a warning letter will be sent informing the patron that if the material(s) is/are not returned or the replacement costs are not paid, that they are in violation of the City Ordinance governing theft of Library materials and may be turned over to the Police Department.
 - If no response or payment is made within twenty (20) days of the issuance of the misdemeanor warning letter, any patrons with non-returned/overdue materials with a total of \$50 or more may be turned over to the Westland Police Department for prosecution of this misdemeanor violation.
3. **RESTORATION OF LIBRARY PRIVILEGES**
Library patrons whose privileges have been revoked may restore their library privileges by either returning the item(s) and paying the fines, if this will lower their accumulated fines and/or fees below the delinquency threshold of fifteen dollars (\$15.00). If this will not lower their accumulated fines and/or fees below fifteen dollars (\$15.00), they may make any necessary additional payments required to lower their accumulated fines and/or fees below the delinquency threshold.

NEW

E. Delinquent Library Patrons

New E is old E reworded with a part from old J

Section J – “Delinquent Status”.... Through the end of #1 eliminated (procedure, not policy).

Section J – Overdue Schedule - Deleted

1. Library patrons with fines and/or fees totaling more than five dollars (\$5) will be considered delinquent and will have their library privileges suspended until the amount owed falls below \$5.

Comment [JB35]: Changed from \$15 to \$5 in 2005.

2. In order to restore their library privileges, delinquent library patrons must return the overdue materials or pay for their replacement. In addition, they are responsible for overdue charges for materials returned past the due date.

3. If a library patron claims to have returned an item for which they are charged, staff will search for the item in the library. If it is not found, the patron will be charged for the lost item.

4. If an item is found within six (6) months of the library patron paying a replacement cost, and returned to the Library with receipt for payment, the item cost, less processing charge, will be refunded to the patron.

5. Library patrons whose accumulated fees and fines total at least \$25 may choose to set up a payment schedule with the Circulation Department.

6. When lost or damaged materials are paid for, all record of the fines and fees will be permanently removed from the patron's record.

OLD

G. Returned Check Policy

The Public Library of Westland accepts the following forms of payment for fines, fees, and expenses:

- Cash
- Personal or Business check (with proper identification)
- Traveler's check (with proper identification)
- Bank money order (with proper identification)

In the event that a patron's check is not honored by the institution upon which it is drawn, the following fee will be imposed:

1. Cost of the check will be due and payable.
2. A \$20.00 returned check fee will be assessed to cover bank charges.
3. A \$5.00 administrative expense fee will be assessed to cover cost of recovery.
4. Any patron who has had three (3) checks returned for non-sufficient funds will no longer be permitted to use personal checks as payment.

NEW

F. Returned Check Policy

One item added to forms of payment.

The Public Library of Westland accepts the following forms of payment for fines, fees and expenses:

- Cash
- Personal or Business check (with proper identification)
- Traveler's check (with proper identification)
- Bank money order (with proper identification)
- Credit/debit card (with proper identification)

Comment [JB36]: Added in 2007 but never included in trustee manual.

In the event that a patron's check is not honored by the institution upon which it is drawn, the following fee will be imposed:

1. Cost of the check will be due and payable.
2. A \$20.00 returned check fee will be assessed to cover bank charges.
3. A \$5.00 administrative expense fee will be assessed to cover cost of recovery.
4. Any patron who has had three (3) checks returned for non-sufficient funds will no longer be permitted to use personal checks as payment.

Old

O. Michigan Library Privacy Act

It is the policy of the William P. Faust Public Library of Westland to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the card holder.

1. Records Protected by the Michigan Privacy Act

The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 391.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by the library that identifies a person has having requested or obtained specific materials from a library." "Library record" does not include non-identifying materials such as circulation statistics.

2. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601 – 397.605 and 1998 Public Act 7. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1) (a) and (d).

3. Library Privacy Act Amendment – 1996 PA 188

Interpretation:

Public Act 188 or 1996 amended the Michigan Library Privacy Act. The Act permits disclosure of library records if the library receives "written consent of the person liable for payment for or return of the materials identified in that library record" MLC 397.602(2). If a parent or legal

guardian signs or accepts legal responsibility for return of his or her child's library materials and to accept financial responsibility for that child's library fines and other charges, the parent or guardian may authorize the disclosure of that child's library records.

New

Old O becomes New G

G. Michigan Library Privacy Act

It is the policy of the William P. Faust Public Library of Westland to preserve the privacy of circulation records of its patrons to the fullest extent permitted by law. To that end, the circulation records of the library shall be released or disclosed only as provided for herein.

Library staff shall not release library records to any person other than the patron named in the record (i.e., the library card holder). The Michigan Library Privacy Act prohibits disclosure to all third parties, including parents or other persons who have signed to accept financial responsibility for the card holder.

1. Records Protected by the Michigan Privacy Act

The Michigan Library Privacy Act provides that library records may not be disclosed to third parties unless the library has received written permission of the patron or a properly obtained court order (MCL 391.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific materials from a library." "Library record" does not include non-identifying materials such as circulation statistics.

2. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601-397.605 and 1998 Public Act 7. Library records protected by the Michigan Library Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1) (a) and (d).

Comment [JB37]: Should read "Michigan Library Privacy Act"?

3. Library Privacy Act Amendment – 1996 PA 188

Interpretation:

Public Act 188 of 1996 amends the Michigan Library Privacy Act. The Act permits disclosure of library records if the library receives "written consent of the person liable for payment for or return of the materials identified in that library record" MLC 397.603 (2). If a parent or legal guardian signs to accept legal responsibility for that child's library fines and other charges, the parent or guardian may authorize the disclosure of that child's library records.

Comment [JB38]: Should read "Michigan Library Privacy Act"?

OLD

R. Confidentiality Policy: Disclosure of Patron Registration Information

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

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

1. Registration Records

This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library Policy Act. For information on nondisclosure of those records, see Privacy Policy.

2. Notification of the Library Director

Any employee of the William P. Faust Public Library of Westland who receives a request, or is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

3. Action by the Library Director

The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, being MCL 15.231, et seq.

4. Requests for Library Records

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library board to be "information of a personal nature where public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15,231, et seq.

5. Freedom of Information Act Requests for Registration Information

The Library Director shall deny, in writing, any designated "Michigan Freedom of Information Act" request for the release or disclosure of confidential patron registration information.

6. Court Order for Release of Library Records

The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3 (2) of the Library Privacy Act (MCL 397.603).

7. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601 – 397.605 and 1998 Public Act 7. Library records protected by the Michigan Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1)(a) and (d).

New

Old R becomes New H

H. Confidentiality Policy: Disclosure of Patron Registration Information

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

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

1. Registration Records

This policy defines "registration records" as any information gathered from the patron on the library card registration form (name, address, phone number, etc.). This policy does not cover library circulation records protected by the Michigan Library Privacy Act. For information on nondisclosure of those records, see Privacy Policy.

2. Notification of the Library Director

Any employee of the William P. Faust Public Library of Westland who receives a request, or is served with a subpoena, court order, or other legal process, to release or disclose any registration record shall promptly notify the Library Director.

3. Action by the Library Director

The Library Director, in a timely manner, shall review all requests and orders, consult with the library's attorney, as necessary, and respond in an appropriate manner to each such request or court order in accordance with this policy and with the Michigan Freedom of Information Act, 1976 Public Act 442, being MCL 15.231, *et seq.*

4. Requests for Library Records

The Library Director shall deny, in writing, all requests for the release or disclosure of registration information unless the Director has received the written consent to such release or disclosure from the persons identified in the records. Patron registration information is considered by the library board to be "information of a personal nature where public disclosure of the information would constitute a clearly unwarranted invasion of an individual's privacy" as exempted from disclosure in the Michigan Freedom of Information Act, MCL 15.231, *et seq.*

5. Freedom of Information Acts Requests for Registration Information

The Library Director shall deny, in writing, any designated "Michigan Freedom of Information Act" request for the release or disclosure of confidential patron registration information.

6. Court Order for Release of Library Records

The Library Director shall comply fully with a court order to release or disclose library records if that court order was properly obtained under Section 3 (2) of the Library Privacy Act (MCL 397.603).

7. Authority for Policy

The authority for this policy is the Michigan Privacy Act, 1982 Public Act 455, MC 397.601-397.605 and 1998 Public Act 7. Library records protected by the Michigan Privacy Act are exempt from disclosure under the Michigan Freedom of Information Act (MCL 397.603 and MCL 15.243 (1) (a) and (d).

OLD

Q. Michigan Freedom of Information Act Denial of Request for Information

TO: _____

Address: _____

You are hereby notified that your request of _____ (date) has been denied because the information is exempt from disclosure to the Michigan Freedom of Information Act, MCL 15.243 (1)(a) and (d). The William P. Faust Public Library of Westland maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers, or other registration information without the written permission of the library patron.

Under Michigan law, you have the right to seek judicial review of this decision and you may be entitled to receive damages or attorney fees, if you prevail as provided in MCL 15.240.

Name and Title of Person Denying Request

Date

NEW

Old Q becomes New I

I. Michigan Freedom of Information Act Denial of Request for Information

TO: _____

Address: _____

You are hereby notified that your request of _____(date) has been denied because the information requested is exempt from disclosure pursuant to the Michigan Freedom of Information Act, MCL 15.243 (1)(a) and (d). The William P. Faust Public Library of Westland maintains a policy of confidentiality of library patron records and will not release library patron names, addresses, telephone numbers or other registration information without the written permission of the library patron.

Under Michigan law, you have the right to seek judicial review of this decision and you may be entitled to receive damages or attorney fees, if you prevail as provided in MCL 15.240.

Name and Title of Person Denying Request

Date

OLD

L. The Michigan Penal Code (Excerpts) Act 328 of 1931

An Act to revise, consolidate, codify and add to the statutes relating to crimes; to define crimes and prescribe the penalties therefore; to provide for restitution under certain circumstances; to provide for the competency of evidence at the trial of persons accused of crime; to provide immunity from prosecution for certain witnesses appearing at such trials; and to repeal certain acts and parts of acts inconsistent with or contravening any of the provisions of this act.

History: 1931, Act 328, Eff. Sept. 18, 1931; - Am. 1991, Act 56, Eff. Jan. 1, 1992.

The People of the State of Michigan enact:

Chapter LII

LARCENY

75.364 Larceny from libraries.

Sec. 364. Larceny from libraries – Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.

History: 1931, Act 328, Eff. Sept. 18, 1931; - CL 1948, 750.364
Former law: Section 2 of Act 3 of 1881, being How., §9211; CL 1897, §11641; CL 1915, §15407; CL 1929, §17020; and Act 58 or 1911.

CHAPTER LVI

MALICIOUS AND WILFUL MISCHIEF AND DESTRUCTION

750.391 Maliciously injuring or mutilating library books.

Sec. 391. Maliciously injuring or mutilating library books – Any person who shall willfully, maliciously or wantonly tear, deface or mutilate or write upon, or by other means injure or mar any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof belonging to or loaned to any public library, or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, shall be guilty of a misdemeanor.

History: 1931, Act 328, Eff. Sept. 18, 1931; - CL 1948, 750.391.
Former law: See Section 1 of Act 3 of 1881, being How., §9210; CL 1897, §11640; CL 1915, §15406; CL §17019; and Act 58 of 1911.

Removed because it is a law, not a policy.

OLD

M. Library Materials Request Policy

1. REQUESTS WITHIN THE LIBRARY NETWORK

All Public Library of Westland cardholders may request any item.

- Items that are owned by the Public Library of Westland but are currently checked out, or that are owned by another Library Network DRA library, for which requests are left, will have the next available copies reserved in the DRA system.

- Items which are not owned by Westland or another Library Network DRA library, but that are owned by a Library Network member will be requested from the owning library.
- An item not owned by Westland or another Library Network cooperative will be requested from the owning library.

All requested items will be sent to Westland for borrowing by the requesting Westland patron.

- Items will be held for 10 days from the date on which it is “routed in” at Westland, at which time [sic] and a mailer is generated notifying the patron about the items available to be picked up.
- Up to five requests at one time may be made by telephone. Phone holds will be placed by staff if patrons are unable to provide their library card number and verify their address.
- There will be a limit of 50 requests per library card at any given time.
- Patrons may place holds themselves at a public access terminal using their PIN (Personal Identification Number) or by completing a written request form to be turned in at the Receptionist Service Desk.

2. LOCAL REQUEST ONLY

Adult bestsellers, high demand books, and books on the “new” book shelf for the first six months after purchase will be placed on “local request only” status. All audiovisual materials will be local request only. TLN patrons in good standing whose cards are honored by the Public Library of Westland are eligible to place requests on these items, subject to limitations placed by card or material type. Items on local request only status must only be requested, picked up, checked out, and returned to the Public Library of Michigan.

3. AUDIOVISUAL REQUESTS

All audiovisual materials except videos will be local request only. Educational video requests will be honored for a limited number of participating libraries in TLN.

M Removed (Obsolete)

OLD

N. Interlibrary Loan

Interlibrary loan (ILL) refers to any non-Library Network request. This includes periodical articles, census microfilm, and books not owned by TLN libraries.

Costs and Fees

1. Periodicals and Books will be assessed a flat rate of \$5.00 per item.

2. All non-Michigan census films will be charged at \$3 per film.
3. A charge of \$1 will be added to the patron record for any OCLC item requested and not picked up by the hold date.
4. Costs and fees will be added to the patron's library card record when the item is received.

Removed (Obsolete)

b. Director Contract Committee.

No report.

8. Board Member Comments.

Durante – asked board members to 734.776.6009 to reach him.

Bell – Congratulations to Kristy Cooper as employee of the month.

Moody – Extend thank and gratitude to staff involved in opening of Dorsey Center. TIFA meeting discussion came to pocket parks, and wondered if library should consider one near the pavilion.
Congratulations to Bloom, Bell, and Bourdeau.

Bloom – There will be a meeting of the Strategic Planning Committee, Wednesday, July 16th at 6:30 p.m.

9. Miscellaneous handouts.

None.

10. Next Meeting Topics.

None.

11. Adjournment.

Motion to adjourn: Moody
Support: Bell
Roll: Moody, yes; Bell, yes; Durante, yes; Bloom, yes.
Motion Carried Unanimously.
Adjournment at 8:45 p.m.

Westland Public Library Board of Trustees, Secretary