

Library General Policies

PHILOSOPHY

Library patrons of all ages have the right to expect that the library environment will be warm and inviting, yet conducive to reading and study. The primary role of library staff in each department is to assist patrons of all ages in securing needed information or library materials and not to serve as disciplinarian. However, staff will take appropriate measures as necessary to assure the learning environment of all patrons is not disrupted by a few patrons.

CHILDREN'S COMPUTER CENTER USAGE GUIDELINES

- All patrons, regardless of age, must leave their library card or other identification with the librarian on duty when using the computer.
- Availability of computers is subject to the demands of the day. Therefore, computers are not available when there is insufficient staff on duty. Computer use does not take precedence over other library services.
- Use of the computer center is based on a "first-come, first-served" and reservation basis.
- A parent or adult must remain with children under age 9 and others unable to use the computer independently.
- Usage of the computer is in half-hour increments with one hour per day the maximum time one person may use the computer.
- Reservations for use may be made by telephone or in person, no more than one week in advance. The computer must be relinquished at the end of the scheduled time period. Time periods begin on the hour or half-hour.
- Persons who are more than 5 minutes late for their reserved time forfeit their time to walk-in patrons.
- The computer may be used by no more than two persons at a time.
- A staff member will load and unload the compact disk for the patron.
- Staff members are not available to instruct users in the use of software. Users are expected to work independently.
- The computers are provided for educational rather than recreational use.
- Patrons are financially responsible for the careful use of the library's computer and software as they are for all library materials used.
- Patrons wishing to save documents may bring in their own disk or purchase one at the Children's Reference Desk.
- Patrons must use library software and CD-ROM products only. Use of personal software or programs is not permitted.
- The library is not responsible for erasures or other damage to patron's data when used with the library's equipment.
- Paper copies are 10¢ each.

- Inappropriate behavior is just cause for denying a patron further computer use. Any infringement of these or other library rules may result in exclusion from the library premises.
- The person using this equipment is liable for any infringement of the Federal Copyright Law (Title 17, U.S. Code).

CLASS VISITS / TOURS

PHILOSOPHY

The Library is always eager to provide tours of the facilities. These tours fulfill several purposes: 1) making children become familiar with the library environment and feel comfortable, 2) sharing literature and information with children from materials owned in the collection, and 3) allowing children the experience of finding a book and checking it out of the Library.

GUIDELINES

- Class visits and library tours must be scheduled at least two weeks in advance with the Youth Services Librarian. Visits will be booked on a first-come, first-served basis and are subject to the availability of the Librarian.
- Tours and visits will be limited to public schools in districts serving Eastpointe students or to private schools located in Eastpointe.
- Librarian conducted tours or visits of non-school groups, such as Scouts, will be limited to groups meeting in Eastpointe or whose members reside in Eastpointe.
- Teachers are responsible for outdoor clothing and quiet position before entering the Library. Children are to be quiet moving about Library rooms.
- Size of group is limited to 30 students. Length of visit is limited to 30-60 minutes.
- One adult chaperone (including the teacher) is required for every ten students.
- Teachers/Adult chaperones are to remain with the students at all times.
- Class visits may consist of a tour, orientation, story or booktalk, or other Library activity as requested by the teacher and approved by the Librarian.
- If children wish to receive Library cards during the visit, applications must be returned by the teacher at least seven days before the visit.
- Students with valid Library cards may check out two items during the class visit.

COMMUNITY ROOM

GENERAL GUIDELINES

The library maintains a meeting room as part of its community service program.

The primary use of the Community Room is for library sponsored and library-related programs of cultural and educational interest to the community, and meeting or programs sponsored by the City of Eastpointe.

Second priority will be given to locally-organized educational, cultural, civic, or professional non-profit organizations. Locally organized is defined as an Eastpointe-based organization, or one with significant Eastpointe membership. It is not the intent of the library to provide space on a frequent and permanent basis to support the primary activities of a group or organization. The use of the Community Room is limited for occasional public meetings of a general nature.

The library reserves the right to change a scheduled meeting date which conflicts with library sponsored programs. The library will contact the appropriate officer of the organization as early as possible to arrange rescheduling. The library accepts no responsibility for any meeting-related expenses.

APPLICATION/SCHEDULING

- The Community Room is available during library hours of Monday through Thursday 10:00 a.m. till 9:00 p.m. and Friday and Saturday 10:00 a.m. till 5:00 p.m. (Closed Saturdays June 15 - Labor Day.) Groups using the Community Room are requested to end their program (with clean-up completed) at least 15 minutes prior to the library's closing time. If additional time is needed, it should be requested at the time of application for the use of the room. Any extension of time beyond the closing hours may be approved providing supervisors are available, but no later than 10:00 p.m., and will be charged at the rate of \$50.00 per hour or a portion thereof. Since it will be necessary for the library to make staffing provisions to accommodate these requests, arrangements must be made and all fees paid in advance. These requirements may not be waived.
- All those who wish to use the meeting room must complete a standard application form, which will be attached to the policy statement. The Library Commission authorizes use of the meeting room and the Director maintains the schedule. Submission of an application does not ensure approval. Confirmation of the use of the room will be made after approval by the Commission.
- Groups are limited to one meeting per month. Applications shall be made at least one month in advance and no more than one year prior to a scheduled meeting.
- Cancellations of meetings should be made at least 48 hours before the scheduled meeting date.
- Authorization to use the Community Room is not transferable to another organization. The person authorized by the group to assume responsibility on its behalf and sign the application form must be an Eastpointe resident.

- Applications may be rejected and previously granted permission may be withdrawn for violation of library rules or conduct which disturbs regular library use.
- Organizations must comply with applicable Americans with Disabilities Act (ADA) requirements when using library meeting room facilities, and are responsible for providing, and if necessary paying for, qualified interpreters or auxiliary aids, upon request, to individuals who require certain accommodations that would enable them to observe and/or participate in the meeting. Any person who will require such an accommodation is requested to notify both the organization and the library during regular business hours at least seven working days prior to the event.

RULES FOR USE

- Use of the building is limited to the Community Room. Public entrances and exits must be used.
- Groups wishing to serve limited refreshments may do so. All food and drink must be confined to the Community Room. The library provides no serving equipment. If refreshments and beverages are served, the room must be cleaned afterward by the user group.
- Smoking and alcoholic beverages are prohibited on the premises.
- The Community Room must be left in the condition it was found. The organization or person reserving the Community Room is responsible for the cost to repair any damages incurred.
- Adequate adult supervision of minors is required at all times.
- Groups using the facilities must conform to all fire and safety regulations, including maintaining open aisle space and abiding by occupancy limits. (Room capacity is 75 persons.)
- Nothing may be attached to the wall.
- The library is not responsible for equipment, supplies, materials or personal possessions owned by those sponsoring or attending a meeting or activity.
- Equipment, supplies or personal belongings of a group may not be stored or left in the library. The library is not responsible for lost or stolen items.
- The library business phone use will be limited to emergency calls only. No telephone messages will be taken. A pay phone is available outside the front entrance.
- Groups must transport their own equipment and supplies. The library does not provide any audio, video, or computer equipment.
- The library will provide tables, chairs, and a lectern.
- All meetings must be open to the general public, regardless of age, sex, race, religion, national origin, or physical disabilities.
- No admission fees may be charged, except for non-profit organizations (such as Eastpointe Chamber of Commerce, service clubs, etc.), who may charge an admission fee only if the fee is to cover the cost of the speaker or program.
- Distribution of literature outside the meeting room, solicitation for membership or payment of dues is not permitted.
- Use shall not interfere with or interrupt the regular operation of the library.
- Use shall be in accordance with all City Ordinances and State Laws.

PROHIBITED USES AND ACTIVITIES

The Community Room cannot be used for the following purposes:

- The sale, promotion, endorsement or advertisement of a commercial product or service.
- Instructors conducting classes for profit and groups promoting future courses or services entailing fees.
- Religious meetings, partisan political meetings or rallies, political action or ballot question committee meetings, or political candidate meetings.
- Fund-raising activities (except for Friends of the Eastpointe Memorial Library).
- Employee recruitment.
- Gambling activities.
- Strictly social functions; defined as an event intended for entertainment through companionship with friends and associates, including, but not limited to, weddings, anniversaries, showers, card parties, birthday and social club parties.
- Benefits for private individuals.

PUBLICITY

- Organizations reserving use of the Library Community Room are responsible for their own publicity.
- All advertisements, announcements, press releases, flyers, etc. relating to the meeting must clearly state that the meeting is not sponsored by the Eastpointe Memorial Library.
- The location of the library should be publicized, but the library's telephone number may not be used for any purpose.
- The library will not handle attendee registration or take messages for non-library sponsored program participants.
- The library is not to be included as a source for further information.

LIABILITY

- Granting permission for the use of the Community Room does not imply endorsement by the Eastpointe Memorial Library of the user or the user's beliefs. No advertisement or announcement implying such endorsement shall be permitted. No organization meeting at the library shall use the library as its official address. (Except for Friends of the Library).
- All groups will agree to hold the Eastpointe Memorial Library harmless from any loss, damage, liability, costs and/or expense that may arise during or be caused in any way by use of the library facilities.
- Failure to abide by the policy and related regulations will result in cancellation or refusal of reservation.
- An organization seeking to use meeting facilities must agree in writing to observe this policy and regulations.
- Exceptions to this policy and waiver of fees must be approved by the Library Commission.

LIBRARY RULES OF BEHAVIOR

The rights of an individual to use the Eastpointe Memorial Library should not be abridged or denied. To guarantee these rights for all persons, no library patron shall engage in behaviors prohibited by the following rules of the Eastpointe Memorial Library Commission.

No person shall:

- Create excessive noise or disturbance.
- Engage in loud or boisterous conduct.
- Utter profane, obscene, or injurious language directed at another person.
- Harass patrons or library personnel.
- Willfully annoy another person.
- Be drunk or disorderly.
- Solicit.
- Eat, drink, or smoke.
- Use cell phones.
- Damage or deface library property.
- Play any radios or cassette players.
- Rearrange furniture.
- Place feet on tables or chairs.
- Enter or remain in the library without shoes or shirt.
- Sleep.
- Improperly remove library materials or equipment.
- Remain in the building after regular closing hours.
- Bring pets into the building (except for seeing eye, hearing ear, etc.)
- Leave children unattended.
- Violate any City Ordinance or state, local, or federal laws in the library or on library grounds.

DISRUPTIVE BEHAVIOR

"Disruptive behavior" may be defined as noisy, boisterous or excessively active behavior which is inappropriate in a setting where patrons are engaged in reading, study, or other appropriate quiet recreational use of the library facilities. Such behavior may represent a physical danger to a child or other library patrons, may serve to interfere with the activities complementing the mission of the library, or may result in damage to or defacement of library property.

DISCIPLINARY ACTION

The violation of any library rule may subject the individual(s) involved to exclusion from the library premises.

Patron identification, that is, name, address, and phone number may be requested if necessary.

Police assistance may be requested if deemed necessary by the librarian.

CODE OF CONSIDERATION

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons. Proper dress and conversation are also expected.

INTERNET ACCESS AND USE POLICY

Internet access is available on selected public access computers in the Eastpointe Memorial Library. Access to the Internet is an extension of the Library's commitment to meeting the community's information needs. In addition to using the Internet as an information resource, the Library provides limited public access to the Internet to the extent allowed by MCL 397.606 as amended.

The Internet, as an information source, enables the Library to greatly expand its information services beyond the traditional collection and resources. It allows access to ideas, information and commentary from around the globe. While it offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, it also enables access to some material that may be offensive, controversial or disturbing.

As the Internet is a global network and not governed by any single entity, the content and format changes rapidly and unpredictably. Information on the Internet may be reliable or current, or it may be inaccurate, out-of-date or incomplete. Internet users need to evaluate for themselves the validity of information found. The Library has no control over the information accessed and cannot be held liable for its content. The Library does not endorse any viewpoints or vouch for the authenticity of the information located on the Internet.

In-Library Internet access is intended primarily for activities relating to accessing information for reference and research. The staff of the Eastpointe Memorial Library has developed and is expanding its "Search the Web" pages with recommended links in order to facilitate public use of the Internet. Users should recognize, however, that the Library is not responsible for changes to the content of linked sites, nor for the content of sources accessed through subsequent links.

All users of electronic information resources including the Internet are expected to use these resources in a responsible manner, respecting the rights of others and consistent with the educational and informational purposes of the Library for which they are provided. The Library's rules and regulations must be followed.

The Library does not condone the use of library equipment to access material that can be classified as obscene, child pornography, or harmful to minors. The Eastpointe Memorial Library is committed to providing an environment free from sexual and other forms of harassment and hate. Internet users shall not display on screens and/or print materials that may be objectionable, sexually explicit, or offensive.

Internet resources accessible through the Library are provided equally to all library users. Some information on the Internet is of a mature nature and may not be suitable for children and studies have shown that Internet filtering software cannot guarantee a safe Internet environment. Parents or guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Children under the age of 18 must have a parent or guardian seated next to them at the Internet access station when using the library's computers.

Books on the Internet are available in the Library's material collection. Staff assistance in navigating the Internet is limited. At times, Internet access may not be available due to technical problems.

INTERNET USE PROCEDURES

- All users of the Internet workstations must present a driver's license, state identification or valid Suburban Library Cooperative library card to the reference librarian when using the Internet workstation.
- All patrons must leave this identification with the librarian on duty when using the computer.
- A parent or guardian must remain seated next to a child under the age of 18 while he/she is using the Internet workstation.
- Internet users must be respectful of the rights and privacy of others.
- Internet users must be respectful of the legal protection provided by copyright and licenses to programs and data.
- Internet users must be respectful of the integrity of computing systems.
- The workstation may not be used for any fraudulent or unlawful purpose including any activities prohibited under any applicable federal, state or local laws.
- The workstation may not be used to transmit threatening, obscene or harassing material, or to interfere with or disrupt network users, services or equipment.
- Availability of computers is subject to the demands of the day. Therefore, Internet workstations are not available when there is insufficient staff on duty.
- Use of the Internet is on a "first-come, first-served" and reservation basis.
- Reservations for use may be made by telephone or in person, no more than one week in advance. The computer must be relinquished at the end of the scheduled time period.
- Usage of the computer is in half-hour increments, with a maximum of one hour per day, three days per week.
- Persons who are more than five minutes late for their reserved time forfeit their time to walk-in patrons.
- The computer may be used by no more than two persons at a time.
- The Internet workstations are located in the quiet study area. Respect for others in this area is essential and disturbance by excessive noise will not be tolerated.
- These computers are provided for public access to the Internet. They may not be used for any other computing functions. Use of personal software or disks is not allowed.
- The Library does not support the use of electronic mail, listserves or chat rooms.
- Users cannot download to disk software or other information found on the Internet.
- Copies are 10¢/page. Please pay at the reference desk.
- Malicious use of the equipment is not acceptable. Use of the Internet workstation and any attached network in a manner that precludes or hampers its use by others is not allowed. Patrons are financially responsible for the careful use of the computers.
- Attachment of equipment to the Library's computers or network or the modification of any operating system, network configuration or Internet setting is not allowed.

- Misuse of the computer or Internet access or violation of established policies or rules and regulations will result in loss of computer privileges.

ONLINE DATABASE USAGE

Access to Magazine Index, Michigan eLibrary (MeL), and other databases is available on selected public access computers in the Eastpointe Memorial Library. Information on these services is available at the reference desk.

RULES/REGULATIONS FOR USE OF DATABASE STATIONS

- Use of Database computers is on a first-come, first-served basis. No reservations will be taken.
- Please be courteous to others waiting to use the database stations.
- The computer may be used by no more than two persons at a time.
- A parent or adult must remain with children under the age of 9 and with others who are unable to use the computer independently.
- These computers are in a quiet study area. Respect for others is essential and disturbance by excessive noise will not be tolerated and will result in forfeiture of further computer use.
- These computers are to be used for database research only. They may not be used for any other computing functions, Internet access, or electronic mail. Users may not install software on any of these computers and may not run any programs from floppy disks.
- Users cannot download to disk any information found on the database stations.
- Copies are 10¢ /page. Please pay at the reference desk.
- Patrons are financially responsible for the careful use of database computers. Users may not change the configuration of any of the software on the computers.
- Misuse of the computer or violation of established policies and procedures will result in loss of computer privileges.

PROGRAMMING

GENERAL

Library initiated programming is a resource that provides information, education, and recreation to library users. Such programming may utilize library staff, books, library or community resources, displays, or media presentations.

Attendance at a library-sponsored program will not be denied because of age, gender, creed, race or ethnic origin.

Selection of program topics, speakers, classes or materials will be made by library staff on the basis of the interests and needs of the community. Such programs must be non-commercial in nature. Sale of materials or services is prohibited.

Implementation of programs must not interfere with other library services. Schedule and budget considerations will limit the amount of time staff can spend on program planning and implementation.

There will be no charge for library programs, unless there is a fee for supplies to be used during the program (such as workbooks, art supplies, etc.) which attendees may keep, or unless the program is in cooperation with another community agency which is fee-supported.

Attendees who cause a disturbance to others may be removed from the program.

REGISTRATION

Pre-registration is required for storytime, toddler time, and any other programs with a limited capacity.

Registration for such programs is limited and will be available on a first-come, first-served basis. Registration is open only to residents of Eastpointe during the first week of registration and to others thereafter.

Program size will be limited based on the type and content of the program, so that the program will be beneficial to all attendees.

Rules and regulations for specific programs will be made with the intent of providing a quality program beneficial to all.

STORYTIME

Storytime is recommended for children, three and a half to five years old, not yet in kindergarten.

In-house, pre-registration is required and is available to Eastpointe residents only during the first week of registration and to others thereafter.

There is a maximum of 20 children per class.

Parents or caregivers must remain in the Library while storytime is in session, but may not attend the storytime session.

Once the storytime program is in progress, no one will be admitted to the story room, as children are easily distracted and latecomers become the focus of attention.

Parents or caregivers are given a pamphlet regarding rules, regulations and suggestions for making storytime a positive experience, at time of registration.

TODDLER TIME

Toddler time is appropriate for children, two to three and a half years old.

In-house, pre-registration is required and is available to Eastpointe residents only during the first week of registration and to others thereafter.

There is a maximum of 12 children/caregiver sets per class.

One parent or caregiver per child (with the exception of twins) must attend the session and be an active participant in the program.

Other children, including older or younger siblings of registered toddlers, may not attend toddler time. Parents or caregivers must make baby-sitting arrangements for other children.

Once the toddler time is in progress, no one will be admitted to the story room, as children are easily distracted and latecomers become the focus of attention.

Parents or caregivers are given a pamphlet regarding rules, regulations and suggestions for making toddler time a positive experience, at time of registration.