

ROSEVILLE PUBLIC LIBRARY

Policy Handbook

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ROSEVILLE PUBLIC LIBRARY

Behavior Policy For Patrons

The goal of the Roseville Public Library is to provide a pleasant setting and appropriate atmosphere for the use of educational, reference and popular library materials in order to allow patrons to read, study, do research, use library equipment and attend library programs.

It is a patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual library rights and the library rights and privileges of other patrons. Children in the library are the responsibility of the parents (whether or not the parents are present). Parents are responsible for and liable for their children's behavior in the library, for damage to materials, equipment and furnishings, for injury to themselves and others, and for their access to library materials including the Internet. The staff of the Roseville Public Library cannot be responsible for children left unattended in the building.

To allow all patrons use of this facility to the fullest extent during regularly scheduled hours, the Library Commission of the Roseville Public Library has adopted the following rules and regulations:

1. Patrons shall engage only in activities associated with the use of a public library. Patrons are not permitted to sleep in the library. Patrons, not reading, studying or using library equipment or materials may be asked to leave the building.
2. Persons shall respect the rights of other patrons. Patrons shall not harass or annoy others through noisy or boisterous activities, by staring at another person with the intent to harass, distract, intimidate and/or annoy that person or by staring at another person in such manner that would lead that person to reasonably feel harassed, distracted, intimidated, and/or annoyed, by following another person or by following that person in such a manner that would lead that person to reasonably feel stalked, harassed, intimidated, and/or annoyed, by playing audio equipment so that others can hear them, by singing or talking loudly to others or in monologues, by displaying print or non-print materials of an offensive nature to others, or by behaving in a manner that can be reasonably expected to disturb others.
3. All cellular telephones should be turned off before entering the library. Persons shall respect others rights to quiet in the library by limiting their use of cell phones to the lobby areas of the building.
4. Patrons shall not consume food or beverages, smoke or use tobacco or tobacco products in the library. The librarian in charge may make an exception to this rule if a patron requires foods or beverages for medical reasons.

5. Public restrooms shall not be used for bathing, shaving or washing and/or changing clothes. Patrons should limit restroom use to 10 minutes out of courtesy to others.
6. Patrons shall not be under the influence of alcohol or drugs.
7. Patrons shall not engage in any illegal activity while in the library building. The violation of any federal or state law, or local ordinance will also be regarded as a violation of the *Behavior Policy*.
8. Patrons shall not interfere with the use of the library by other patrons, or interfere with a library employees' performance of their duties. Campaigning, petitioning, interviewing, survey taking (other than library related), soliciting, sales, or other speech or conduct, that results in the disruption of normal library activities is prohibited.
9. Patrons shall not deface or mar Library materials including books, magazines, newspapers, audio-visual materials, etc. in the library collection. Nor shall they deface, mar or in any way damage library furnishings, walls, machines, or other library property.
10. Patrons shall not enter the building without a shirt or shoes for hygiene and safety purposes. Roller blades, roller skates and skateboards are not permitted in the library.
11. Customers whose bodily hygiene is offensive so as to constitute a nuisance to other library patrons may be asked to leave the building.
12. Patrons shall not bring animals into the library, other than service dogs.
13. Any materials removed from the library must be checked out on a valid card or through other standard library procedures such as interlibrary loan.
14. Patron identification (name, address and telephone number) must be given on request of a staff member. Failure to do so is a violation of the Behavior Policy.
15. Patrons must walk while in the library. Climbing on furniture, shelves, chairs, etc., is not allowed.
16. Adults may read aloud to children in the Youth Area providing they are reading in a quiet voice. Individuals needing to work together should speak with a librarian about using a private study room (maximum capacity: two individuals).
17. Reasonably quiet and safe play is allowed only in the youth area. Out of consideration for others, children should return puzzles, toys, games, etc., to their proper places when they have finished playing. (Books should not be reshelfed).

GUIDELINES FOR CHILDREN:

- a. Children ages 4 and under: must be within visual and physical contact of a parent or adult guardian at all times while using the library. They must also be accompanied to the restroom by a parent or caregiver.
- b. Children age 5: children of kindergarten age must have a parent remain with them in the Youth Area.
- c. Children ages 6 – 12: may be left unattended in the Youth Area but should have a parent or guardian in the library. Parents must remember that the library is a public building with minimal staff and minimal supervision and depends on parents/guardians to monitor their own children's use of the library.
- d. Children ages 13 and over: may be left on their own in the library (if they have a library card) to attend library programs and/or use the library providing they are not disruptive. Even if parents are not present, they are responsible for and liable for their children's behavior in the library, for the materials they access (including via computer), for damage to materials, equipment, and furnishings, and for injury to themselves and others.

18. Unattended children at closing time: unattended children must be picked up five minutes before library closing. In the case of a child who is unattended at closing (including emergency closings), the library staff will call the child's parents for transportation. If the child's parent or guardian cannot be located (or does not arrive) within 15 minutes of closing, two librarians will escort the child to the police department. A note to that effect should be left for the parent/guardian on the library doors. Library employees are not permitted to drive children home.

Any patron who violates these rules and regulations may be warned or immediately asked to leave the building depending on the severity of the situation. Library employees will contact the Roseville Police Department if necessary. A patron may be denied the privilege of access to the library for a longer period of time as determined by the Library Director. A patron whose privileges have been denied may have the decision reviewed by the Roseville Library Commission.

Rules of Conduct Policy adopted 10/13/97
Safety and Well Being of Children Policy adopted 10/13/97

Revised and Combined 3/10/03
Revised 3/11/2005

ROSEVILLE PUBLIC LIBRARY Circulation Policy

Library Card – Eligibility and Type

The Roseville Public Library issues a library card at no charge to any Roseville resident or property owner upon proof of current residency or property ownership. Library cards must be renewed every three years and offer privileges at the Roseville Public Library and all libraries in the following communities: Armada, Bruce Township, Center Line, Chesterfield, Clinton Township, Eastpointe, Fraser, Harper Woods, Lenox Township/New Haven, Macomb Township, Mount Clemens, New Baltimore, Ray Township, Richmond, Romeo, St. Clair Shores, Shelby Township, Sterling Heights, Troy, Utica, Warren and Washington Township. Libraries in these communities are members of the Suburban Library Cooperative (SLC). Residents of these communities may use the Roseville Public Library **provided they have a card from their home library**.

Courtesy Card: A library card will be issued to individuals who work or attend school in the City of Roseville. This card limits the individual to materials and services at the Roseville Public Library. Interlibrary loans are not available for courtesy card patrons. Individuals must present proof that they are registered at a Roseville school or employed by a Roseville business. Courtesy cards expire one year from the issue date. Courtesy cards will not be issued to individuals who are eligible for a library card from another SLC library.

Roseville Local Non-resident Card: A nonresident may purchase a Roseville Public Library Card for \$75.00 per year which allows them to borrow materials from the Roseville Public Library. No holds/reserves or MelCat transactions are permitted with this card. Local Non-resident cards expire one year from the issue date. The annual fee must be paid at the time of renewal.

Roseville Outreach: Homebound residents of Roseville who participate in the Materials by Mail Program are issued a card that offers extended due dates and does not accumulate fines. This account is managed by the Materials by Mail coordinator.

Suburban Library Cooperative Non-residents: Non-residents may purchase a library card with the status of SLC Non-resident for \$200.00 per year. This card enables them to utilize all of the libraries that make up the Suburban Library Cooperative (above mentioned communities). The SLC Non-resident card must be renewed annually.

Staff: Library employees and commissioners are issued cards with a staff status. This exempts the employee and/or commissioner from overdue fines. Employees/commissioners are responsible for lost or damaged fees.

Computer Guest Card: Patrons not eligible for one of the above mentioned library cards may purchase a Guest Card for \$2.00 which will be valid for one month from the date issued. Six month cards are available for \$10.00 and annual cards are \$20.00. This

card will allow the patron to utilize the public computers in the Roseville Library. The card does not allow the bearer to check out materials from the Roseville Library or any other library in our cooperative. The card may or may not allow the individual to access computer systems at other libraries. The fee must be paid at the time of issue or renewal as well. Computer Guest Cards may be issued to individuals who do not want a full-service library card.

Registration, Renewal and Replacement of Library Cards

Registration: Required registration information, as applicable, includes: name, address, telephone number and birth date. Consent from a parent or legal guardian assuming financial responsibility will be required for a minor. Individuals who already have a card, regardless of the library that issued the card, active or otherwise, may not be issued a second card. A replacement card will be issued and/or the record updated only if the existing record is not blocked due to fines. All fines and fees must be paid in full in order to obtain a new card. If an adult had a card as a minor and that record is still in the system because of unpaid fees, the adult is responsible for clearing up the record before they can be issued a new card.

Proof of Residency: A valid driver's license or state identification card is required for proof of residency. In the absence of either of these documents, the individual must present two pieces of identification with their name and address in addition to photo identification (per SLC policy). Acceptable documents include: a utility bill, mortgage/lease agreement, tax receipt, voter registration, bank statement/check, deed, or insurance statement/card.

Renewal: Proof of residency is required at the time of renewal. Library cards will not be renewed if there is an outstanding bill on the account. The patrons must pay the account in full before renewing. A new card may be issued free of charge at renewal. Library cards from other SLC libraries may be renewed if the patron has valid identification and the information on the record has not changed.

Lost, Damaged or Stolen Cards: There is a \$1.00 replacement fee for a lost, stolen or damaged card (this includes Guest Cards). Proof of residency is required when replacing a card. Patrons are responsible for any items checked out on their library card before the card is reported lost or stolen.

Reciprocal Borrowing Arrangements

The Roseville Public Library is committed to resource sharing through reciprocal borrowing arrangements with other libraries. Reciprocal borrowing arrangements provide expanded access to materials for Roseville residents.

Suburban Library Cooperative (SLC): as a member of SLC, the Roseville library will accept library cards from other member libraries (see above). Library card holders utilizing member libraries are subject to the circulation policies and procedures established by the member library and vice versa. Roseville will not accept courtesy or

local non-resident cards issued by the other SLC libraries. In turn, Roseville residents will receive reciprocal borrowing privileges at SLC member libraries, subject to their policies and procedures. Roseville courtesy and local non-resident cards will not be accepted at SLC member libraries.

MelCat: The Roseville Public Library has agreed to participate in MelCat as of January 18, 2008. Only books will be eligible for circulation through MelCat.

Inter-Library Loan: The Roseville Public Library does not participate in any other inter-library loan (other than reciprocal borrowing or MelCat).

Circulation of Materials and Loan Periods

Presentation of Library Card: A valid library card must be presented when checking out materials. While this is a requirement, the library recognizes that there will be times when a patron does not have their library card available. The library employees will make one exception. A registered patron may check out materials without a library card upon presentation of proof of identification that includes a photograph. The patron will be reminded that they must have their library card whenever they visit the library and a note will be added to their record indicating they were allowed to check out without their card and the date. If the patron believes they lost their card, they may purchase a replacement for \$1.00. Minors who do not have identification may check out without a library card if a parent/guardian with identification is present.

Standard Loan Periods: Most items circulate for three weeks (21 days). Fiction DVDs, videos and computer games circulate for one week (7 days). Reference items do not circulate at all.

Special Loan Periods: Outreach patrons who participate in the Materials by Mail Program are given a four week (28 day) loan on any items they borrow. Vacation loans (a period extending beyond 21 days) are granted at the discretion of a librarian. The loan period for MelCat materials is specified by the lending library.

Non-circulating Materials: Reference materials, newspapers and the current issues of magazines do not circulate.

Renewal of Materials

The renewal of library materials may be done in person, by telephoning the library during business hours or the automated system 24 hours a day, 7 days a week. Renewals may also be done online from a public access computer in the library or from any computer that offers Internet access. Three renewals are allowed per Roseville items unless there is a hold on that item. An overdue item may be renewed, however, the overdue fine is still due. Interlibrary loan items are only renewable upon the approval of the lending library. The librarian on duty will submit a renewal request to the Suburban Library Cooperative. MelCat materials may be renewed once.

Limits on Materials

To provide as wide an access as possible to the Library's collection, it is necessary to place limits on materials. Patrons may borrow up to 30 books at one time, providing that not more than five are on the same subject. Magazines, videos, DVDs, CDs, and Books on Tape/CD have a limit of five items. Patrons are limited to two CD-ROMs and one computer game at a time. Some seasonal and holiday items are limited to five per person. There is currently no limit to the total number of items a patron may have borrowed against their card at any given time.

Reserve of Materials

As a special service to library patrons, a reserve may be placed on eligible library materials by telephone, in person, through the touchtone line and via the online catalog. Courtesy cardholders and local non-residents are not able to reserve material that belongs to other libraries.

There is a limit of 50 items that a patron may have on reserve. Reference items and items circulating for less than 7 days are not eligible for reserve. Reserves are filled on a first-come, first served basis. Roseville items are reserved for Roseville patrons before other library patrons, regardless of their place on the list.

Patrons are notified that a reserve is available by email or by automated telephone messages. The items are held at the Circulation Desk for 7 days.

Overdues, Lost and Damaged Materials

Daily Fines: to encourage prompt return of materials, the library charges a per day overdue fine. The fine on most Roseville items is 15 cents per day. The fine on videos/DVDs is 50 cents per day. The daily overdue fine is not meant to be a punitive measure, but a means to make library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all materials on time. The daily fine begins the day after the item is due. When an item has been overdue for six weeks, the system converts the status to lost and replacement and processing fees are assessed.

Maximum Fine: The library sets a limit on the maximum fine of \$5.00 that will accumulate on a single item.

Bill for Replacement: It is the responsibility of the patron to return materials in good condition. If an item is lost or damaged, the patron must pay for the item plus a \$3.00 processing fee. Replacement cost is the original cost of the item. If a new copy can be purchased for less than the original cost, the supervisor may agree to lower the fines posted on the patron's record. Also, if a librarian on duty approves, the library may accept a new copy of the exact item in lieu of payment, but the processing fee will still be assessed.

Refunds: Once a patron has paid for a lost item their money will not be refunded should they locate the item.

Damaged Materials: If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible for the replacement cost of the item plus a \$3.00 processing fee. If an item must be sent to the bindery due to damage, a \$9.00 charge will be assessed to the patron.

Notices and Bills: As a means of retrieving materials and as a courtesy to the patron, the Roseville Public Library issues two overdue notices via telephone or email. If the item has not been returned within six weeks, it automatically converts to lost and a bill is sent out for the cost of the item plus a processing fee. If the patron owes more than \$25.00 their account is sent to Unique Management, the library's collection agency. At this time a \$10.00 referral fee is added to any account sent to collections.

Claims returned: When a patron claims that an item has been returned and completes and signs a Claims Returned form, a search will be done for the item and the due date may be extended. It is expected that the patron will continue to search for the item as well. If the item is not located by the new due date, the patron may be responsible for payment.

Revocation of borrowing privileges: The library blocks patron records if they have accumulated \$5.00 in fines or five overdue items. When a card is blocked, patrons may not check out materials or utilize the library computers. In order to remove the block, the patron must pay enough of the fine (and return the materials) so that the balance does not exceed \$5.00. The card of a parent or guardian whose child's or ward's card is blocked by bills may also be blocked since the adult is financially responsible for this card. A parent or guardian may not use the card of their child or ward if their own card is blocked.

Bankruptcy: When a patron files and is granted a discharge under title 11, we cannot demand payment of fines as they have been released from their debt. According to the opinion of the city's attorney, the library does not have to reinstate patron borrowing privileges since they have violated library policy. When a patron is granted a discharge under title 7, they are responsible for repaying their debt.

Adopted by the Roseville Library Commission on February 11, 2008
Revised September 8, 2010

ROSEVILLE PUBLIC LIBRARY Class Visit Policy

Class visits to the library are one way that schools and libraries can cooperate to improve a student's educational experience. During a class visit, students are given an orientation to the library, which may include a tour, a story, a lesson in library etiquette and skills, or library catalog training. The session usually lasts from 30 to 45 minutes. Library visits are available to schools located within the city of Roseville.

To schedule a class visit contact the Youth Department at 586-445-5407.

Checking Out Materials

In order for students to check out library materials during a class visit, they must have a valid library card. Previous fines, charges or overdue items must be resolved before the student may use their card. If students need library cards, the teacher scheduling the visit may request a packet of library card applications and letters to parents. These applications and letters should be sent home with the students at least two weeks prior to the class visit. It is up to the parent to bring the student to the library to obtain a library card for the student.

Adopted by the Roseville Public Library Commission on January 9, 2006

ROSEVILLE PUBLIC LIBRARY

Collection Development Policy

PURPOSE OF THE POLICY

The purpose of the Roseville Public Library Collection Development Policy is to guide librarians in the selection of material, and to inform the public as to what selection principles are used.

A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist them in choosing from a vast array of available materials.

GENERAL LIBRARY OBJECTIVES

The library sets as its major goals in collection development: the advancement of knowledge, the education and enlightenment of the people of the community, and the provision of recreational and cultural materials. Basic to the policy is the *Library Bill of Rights* as adopted by the American Library Association, which states:

Library Bill of Rights

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948
Last reviewed January 23, 1996

In addition, the Library Commission has added *The Freedom to Read Statement* to this Collection Development Policy in order to further clarify their commitment to providing residents a library collection free from censorship or suppression.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but also why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

DEFINITIONS

The words, *library materials*, *book*, *item* or other synonyms as they may occur in this policy have the widest possible meaning; hence it is implicit in this policy that every form of permanent record is included, whether print or non-print; bound or unbound; photographed or otherwise reproduced. Also included are audio recordings on tape or disk; videos, DVDs, CD-ROMs, and pictures in the form of photographs, paintings, drawings, etchings, etc.

AUTHORITY AND RESPONSIBILITY

Final responsibility for materials selection rests with the Library Director who operates within the framework of policies approved and supported by the Library Commission. All of the librarians participate in the selection of library materials. Reviewing guides will be used to assist in the selection process whenever possible, however, librarians will be responsible for interpreting and guiding the application of the Collection Development Policy in making day-to-day selections based on their professional knowledge and expertise. Unusual situations or concerns will be referred to the Library Director for resolution.

Gifts: See Gift Policy.

Patron Requests for Purchase: Requests are welcome and frequently provide useful information about local interests or needs unmet by the collection. Requests for specific items will be considered and evaluated according to the principles and objectives set forth in the Collection Development Policy.

Parental Responsibility: Responsibility for the use of library materials by minors rests with their parents or legal guardians. Selection of adult materials will not be limited by the possibility that materials may inadvertently come into the hands of minors.

Citizen's Request for Reconsideration: Because strong feelings and emotions may develop over items in the library's collection a system for handling complaints has been developed. Depending on the item in question, a patron wishing to register a complaint would fill out either the *Citizen's Request for Reconsideration of the Inclusion of a book (print, tape, or CD) in Our Collection* or the *Citizen's Request for Reconsideration of the Inclusion of a Film, Music CD or CD-ROM in our Collection*. Both forms are available at the Adult and Youth reference desks. These forms are submitted to the Library Director who will review them with the Library Commission. Patrons are always welcome to attend Library Commission meetings. If the patron making the complaint is not present at the meeting, but has included their name on the complaint, the Library Director will inform them of the Library Commission's decision.

GUIDELINES FOR SELECTION

As stated earlier, the *Library Bill of Rights* and the *Freedom to Read Statement* provide the foundation upon which this Collection Development Policy and these selection criteria are based. No one standard applies at all times or in all cases. Because the library serves a public embracing a wide range of ages, educational backgrounds, reading levels, interests, and needs, it will always seek to select materials of various complexity and content. Each type of material will be considered in its own value and in relation to its audience. Materials not purchased at one time may be reconsidered for purchase at another time, as the social and intellectual climate of the community changes.

In order to build a collection of merit and significance, librarians will evaluate acquisitions by examining reviews in professional library publications as well as other review sources. Librarians are aware of and will be guided by the following criteria (all criteria apply to fiction and non-fiction, print and non-print, juvenile, young adult and adult materials):

Criteria for Selection

- Present and potential relevance to community needs and interests.
- Relationship to the collection and to similar material available.
- Reputation and/or significance of the author, publisher or producer.
- Quality of writing, design, illustrations or production.
- Suitability of the physical form for library use.
- Clarity, accuracy, impartiality, and logic of presentation.
- Insight into the human social condition.
- Importance as a document of the times.
- Favorable reviews.
- Relationship between value and price.
- Currency of information.
- Comprehensiveness and depth of treatment.

Miscellaneous Guidelines

Textbooks will be added to the collection only if they are the best source of information on a subject and of use to the general public.

Legal and medical works will be acquired only to the extent that they are useful to the layperson.

While the authority of the author should be taken into account, his personal history should not be regarded.

Characterization and language must be evaluated in relation to the total work and cannot be taken out of context.

Experimental and new forms of writing and/or art will be considered.

Multiple copies: Due to budget and space considerations, multiple copies of an item are not standard procedure. Librarians will determine whether or not to include a duplicate title based on public demand. A sufficient number of copies will be added to insure our patrons' reasonable access to the material. Occasionally, duplication will occur in order to place copies of an item in different areas of the library (i.e., reference and circulating). Paperback copies are preferred for duplication when available. Once demand for a title has waned, duplicates should be weeded.

SELECTION METHODS

Selection of library materials is based on the informed judgment of library professionals with background and training in the informational needs of the public. Librarians routinely use authoritative library review sources such as *Library Journal*, *Booklist* and *School Library Journal*. Book trade sources such as *Publisher's Weekly* and *Amazon.com* are often used. Review sources used by the general public (*New York Times Book Review*, *New York Review of Books*, *The Detroit News/Free Press*, *Entertainment Weekly*, *Rolling Stone* and *Book Page*) are also monitored. Publishers' and distributors' catalogs are important sources of forthcoming materials but should be used with caution since their primary objective is selling their product. Occasionally, materials are ordered on approval so that they can be examined before being added to the collection.

BUDGET ALLOCATION

At least 15% of the library's operating budget will be expended on materials.

COLLECTION MAINTENANCE

Collection maintenance is just as important as selection and should, therefore, receive as much attention from the librarians.

Binding and mending: Worn and damaged materials are unattractive and tend to detract from the overall value of the collection. Keeping materials in good physical condition is essential. The Friends of the Roseville Public Library assist in this task through their Book Care Committee. Books that are worn or damaged are set aside for the library staff to evaluate. Each decision regarding worn or damaged library materials is made by considering the following: the extent of the damage, the validity of the content, the availability for replacement, and the cost of repair versus replacement. Often times it is more cost effective to replace the item, especially when a more recent edition is available. In a few unusual instances, items must be retained despite their condition.

Replacements: A replacement is an item purchased to take the place of an identical item no longer in the collection due to loss, damage or wear. Not all withdrawn items will be replaced. The librarians will determine whether or not to replace an item based

on the existing collection, the relevance of the content of the item, the demand for the specific title, and the available budget.

Weeding: In order to maintain an up-to-date and vital collection, library materials will be systematically reviewed and evaluated. Materials that no longer meet the goals and objectives of the library, including those that have become damaged or obsolete, will be withdrawn and disposed of according to the criteria established by this policy. Materials may also be withdrawn if they are rarely used, superseded by a new edition, unnecessary duplicates, or if a more comprehensive work on the same subject is available.

Withdrawn Materials: Items removed from the collection that are in usable condition will either be offered to other libraries within the Suburban Library Cooperative or given to the Friends of the Roseville Public Library for their book sales. Withdrawn materials may occasionally be reserved for individuals at the discretion of the Library Director.

SPECIFIC DESCRIPTIONS AND GUIDELINES FOR MANAGEMENT OF COLLECTIONS

000 – Generalities

Description

This classification section includes materials on computers, programming, software applications, hardware and the Internet. It also includes library science materials, information about books and the promotion of reading, censorship and the freedom to read, journalism and general encyclopedias.

Selection Plan

Emphasis is placed on popular books and general how-to manuals on computers, software applications and the Internet. General and contemporary books on journalism and publishing are also selected. Library and information science materials are limited to materials that reflect current thinking on contemporary issues and materials that support the needs of the library staff. Superseded encyclopedias are added to the circulating collection. In general, single copies are purchased. Hardcover is preferable if available, except in cases where the item is updated annually.

All materials in the generalities are selected from standard library review media, publishers' catalogs and announcements, and staff/patron recommendations.

Retention and Weeding

Materials on computers can rapidly become dated and/or extremely worn from use. This area would benefit from an annual weeding. Some older titles should be retained for patrons using older equipment and software. When continued use dictates, these works are retained, repaired or replaced. Books that have become standards and some theoretical works are also retained. In library science, material on current practice and practical works are retained.

In general, worn out and damaged volumes are discarded, as are books with outdated information, duplicate copies, incomplete sets, and outdated directories, handbooks, guides, etc. Except for computer materials, bi-annual weeding is sufficient.

100 – *Philosophy, Psychology and Related Disciplines*

Description

The philosophy section consists of major works by and about major philosophers and philosophies from around the world. Philosophy from its earliest roots in history to the modern day is available. Parapsychology, occultism, dream interpretation, mysticism, astrology and metaphysics are included in this area, as are ethics and logic. A large part of this collection, 40-50%, is related to psychology including popular psychology and self-help materials.

Selection

Various guides and recommended lists of classic and standard works (i.e., *Public Library Catalog*) are consulted in maintaining a core collection. Standard selection tools, such as *Library Journal* and *Booklist*, alert librarians to new, popular, and trendy titles. Self-help and applied psychology titles often appear on best seller lists so should be purchased. Selection should include witchcraft, numerology, astrology, palmistry, spiritualism and fortune telling since they tend to be in high demand, however, most of these titles are purchased for the Reference Collection since retention is difficult. Materials are primarily purchased for the self-education of the general reader, however, an attempt is made to offer titles appropriate for high-school and college level assignments. One example is the *Opposing Viewpoints* series which is selected regularly for its reliability, diversity of opinion, and suitability to school assignments. Single copies, preferably in hardcover, are usually purchased. When titles are in high demand, a second copy may be added to meet the demand and weeded when the demand has lessened.

Retention and Weeding

Duplicate copies of titles no longer in demand and books that are badly damaged are discarded. Books written in an outdated style which no longer appeal to today's reader are also discarded. Important works by major philosophers and psychologists are retained, but new interpretations and translations are added to modernize the collection. Books in poor condition are removed as they are identified; a thorough weeding should be done every three years.

200 – Religion

Description

Religious history, sacred texts, commentaries on major religions, doctrines and moral and devotional literature make up this collection. While Christian theology makes up the bulk of this collection, Judaic and nonwestern traditions are an important and significant part of the collection. Islam, Buddhism and Hinduism along with numerous other ancient and modern theologies are represented. Atheism, mythology, new age and modern religious groups are also covered in this collection.

Selection

The demographics in Roseville have changed over the last ten years and will most likely continue to change. As we begin to attract more residents with diverse ethnic and religious backgrounds the interest in varying cultures increases. Our collection strives to reflect the religious interests of the community and is aimed at popular materials. Scholarly titles that receive widespread attention or provide information not otherwise available may be purchased. All religions and belief systems are represented as fairly as possible. Materials of a proselytizing nature should be excluded in favor of unbiased informative presentations. In addition to standard library review sources, catalogs of prominent religious publishers, such as Paulist Press, may be utilized.

Retention and Weeding

Important works, histories, sacred texts of major religions, and important commentaries are retained. Outmoded, older theological and sectarian literature, and books on the conduct of life which are no longer popular, are discarded. Representative examples may be kept. Basic material is replaced when missing or worn out. *Public Library Catalog* is consulted when there is a question about the value of a title. Multiple copies should be removed. A three -year weeding cycle should be sufficient to maintain this collection.

300 – Social Sciences

Description

This is one of the largest collections since it covers a wide range of subjects. There is some overlap with other subject areas (business is one example). Among the heavily used subject areas are sociology, economics (specifically personal finance and investments), American government, citizenship, law and civil service examinations. The social problems area, including true crime, drug abuse, addiction and disease, is aimed at both the general reader and students. The education area primarily includes materials on the history and philosophy of education. Some attention is given to teaching methods and materials that might be useful to homeschoolers. The education area also includes high school and college test preparation guides. The social sciences area also includes information on weddings, holidays, costumes and folklore.

Selection

Reviews from standard tools such as *Booklist*, *Library Journal*, *New York Times Book Review*, and *Publisher's Weekly* are useful. Publishers catalogs such as Arco, Greenhaven and Nolo Press are also helpful. This collection concentrates on material of a popular nature. At times, beginning professional or introductory academic material may be purchased to add depth to the collection, especially for high use subjects.

Materials related to lifestyles, marriage, family, divorce, sex roles, women's studies, and American culture are emphasized. Some basic economics texts covering economic theories and systems should be included, however, most of the economics material is of a popular nature. Labor force and job opportunity materials are collected. Personal finance, investing and real estate materials are selected and tend to be very popular. Current information is always sought. In the law section, materials for the layperson are the primary focus. Selectors concentrate on family law and everyday issues, i.e., divorce, small claims, landlord and tenant relations, etc. There is also a section devoted to business law. Essential information relating to Michigan and local government is added to this collection. Material about the federal government and its agencies is also popular. There is usually a demand for information on military science including material on weapons, uniforms and regalia. Popular books relevant to social problems and issues are chosen from standard library review sources. Occasionally, titles suitable for professionals in the social sciences are purchased. Librarians try to maintain a balance between student and professional level materials in the area of education. General materials on home schooling, classroom management and teacher development are selected. Special emphasis is given to educational test books ranging from high school to college. In view of the problems the library has had in retaining GED and

ASVAB books, these titles have now been placed behind the circulation desk in a Deposit Collection. The librarians will review this practice periodically. The history of transportation and international commerce are also covered in this section. New materials are regularly purchased to keep the etiquette, folklore, costume and customs sections fresh and up to date. Special attention is given to wedding planning and international business etiquette.

Retention and Weeding

The primary consideration for the social sciences collection is currency of material, though classic authors and historical studies are retained. The weeding process with respect to new editions, duplicate copies, and books in poor condition is on-going. Certain parts of this collection, such as law, current affairs, and finance should be weeded annually. Areas such as the history of transportation, military science, costume, folklore, and etiquette may be weeded every five years. The remainder of the social sciences collection should be weeded every two years.

400 – Languages and Linguistics

Description

This area consists of materials on the history and theory of languages, linguistics, alphabets, etymology, etc. Literacy, sign language and English as a second language (ESL) are also in the 400s. Dictionaries and materials on grammar and usage for English as well as other languages are also found in this collection.

Selection

Standard library sources are used for reviews. Publisher's catalogs from Berlitz and similar publishers may also prove useful to librarians. Language instructional materials are purchased in a variety of formats and on both the introductory and intermediate levels. High demand items may be duplicated. A variety of dictionaries and grammars are purchased for popular languages.

Retention and Weeding

Language materials that meet circulation and condition standards may be kept for many years. Basic language structure does not change over the course of one generation, and even books on slang, or the current vernacular still have some value as they age. Dictionaries, however, should be updated regularly. The entire collection should have a thorough weeding every five years.

500 – Pure Sciences

Description

The beginning of this collection consists of materials on the theory, philosophy, history, study and teaching of science. Mathematics, astronomy, physics and chemistry materials follow. The collection also includes materials relating to earth sciences, paleontology, life sciences, botany and zoology.

Selection

In all areas, popular materials as well as materials for students are purchased. Both basic and intermediate level materials are selected and the collection should be appropriate for students through their first two years in college. Textbooks are purchased if they are the best sources of introductory material on mathematics and the sciences. Easy to use, basic materials in arithmetic for self-education and review should be available for patrons. The availability of quality illustrations in books in the botanical sciences section is an important consideration for selection. Guides to trees and flora, especially pertaining to Michigan, are collected heavily. A variety of leaf and tree identification books are purchased in multiple copies to meet the demands of fall assignments. Animal books are purchased with both adults and students in mind. Materials on Michigan and endangered wildlife receive high priority. *Booklist*, *Publisher's Weekly* and *Library Journal* are reviewed for selection purposes. Publisher's catalogs are also reviewed. Most titles are single copy purchases. Paperback copies are purchased only when a title is not available in hardcover or multiple copies are ordered.

Retention and Weeding

Introductory and basic level science materials do not date as rapidly as specialized titles. Philosophical and historical works can be retained for a longer period than other science materials. In most science disciplines, however, change is rapid, therefore, the collection should be weeded every three years. *Public Library Catalog* should be consulted before removing a title. Weeding of damaged and worn material is done on an on-going basis.

600 – Applied Science and Technology

Description

This section includes several heavily used subjects: inventors and inventions; automobiles and automotive maintenance and repair; medical science including diet and nutrition; parenting and child development; engineering; gardening; pets; cooking and cookbooks; business management and marketing; resumes and job search materials; home repair and construction.

Selection

Roseville has a diverse population with interests in all aspects of the 600's collection. Medical information is selected based on its reliability and usefulness to the general reader. Self-care guides, as well as guides to specific disorders and treatments, are purchased. Selectors should be aware of current trends and high demand areas. Repair manuals for small machinery, appliances and automobiles are always in demand. Manuals that are useful for both modern and obsolete equipment are valuable. General auto repair manuals (i.e., Chilton's and Motors) are on standing order through Baker and Taylor. Two online databases are also available through the library's website, *All Data* and *Chilton's Library*. Cookbooks are selected to appeal to a variety of skill levels, and cover a wide range of types and locales of cuisine. In the business area, materials are selected for everyone from novice to leaders in business. High demand areas are accounting, bookkeeping, computer applications, business management, starting a new business, resume writing and vocational information. These areas need constant

attention. Do-it-yourself material needs to be purchased in a variety of areas. Publishers' catalogs and subject specific periodicals may be used to identify material on woodworking, welding, furniture construction, etc.

Retention and Weeding

The medical and business collections should be kept very current. Aside from classic titles, and historical texts, materials in these areas should not be more than five years old and the collections should be weeded every two years. Less stringent standards regarding condition are applied to automobile, truck, marine and small engine repair manuals due to interest and demand. Some older books are rebound to extend shelf life. Weeding this section every five years should be sufficient. Gardening, pets, child development, manufacturing, home economics and cookery should be weeded every three years.

700 – *The Arts*

Description

The arts collection is made up of both popular and scholarly titles in fine arts, music, dance, theater, sports and games. The recreational and performing arts section consists of books on motion pictures, television, theater, dance, games, and spectator and participatory sports. Materials range from introductory level through advanced. The decorative arts section is heavily used and consists of materials on handicrafts such as needlework, knitting, flower arranging, quilting and interior design and decoration. These materials also range from introductory level through advanced. In music, materials cover history, music appreciation, performance and musical scores. Both classical and popular music are included in the collection. The largest percentage of the arts collection is devoted to works on art history, artists, architecture, sculpture, painting, photography, antiques and collecting, and furniture.

Selection

In selecting materials for this collection, the needs of the general interest reader, student, teacher and practicing artist are considered. Standard library review sources are used along with publishers' catalogs and art journals. Cultural events in Detroit and the surrounding area, including Chicago and Toronto, influence demand for items such as musical scores, information on artists, companion books to stage productions, etc. Residents also have a strong interest in sports as personal recreation and in Detroit area sports teams. Audio-visual material is an important component in this collection especially in the areas of the performance arts (dance, theater, opera) and sports. Standing orders are set up for value guides for collectibles (i.e., coins, stamps, baseball cards, antiques, etc.). Since these items are purchased on a regular basis, usually annually, paperback copies are preferable.

Retention and Weeding

The art collection should be weeded sparingly. Books on art styles, artists and their works never become outdated. Damaged volumes should be weeded and replaced if possible. The exception to this would be books on city planning, landscape design, architecture and house plans, which do become outdated. Except for those of historical

value, these should be replaced with current titles. Collector's price guides, styles of interior decoration, photographic equipment books and sports materials should be weeded every five years.

800 – Literature

Description

Works of and about literature, including poetry, plays, essays, humor, speeches, history and criticism make up this section. Style manuals and guides to writing are also found in this collection. Although the largest portion of the collection is devoted to American and English literature, the effort is being made to expand coverage of international literature. Michigan authors are collected, however, not exhaustively.

Selection

Librarians should take into account that students from area high schools and community colleges as well as independent learners and patrons with an interest in creative writing make use of this collection. Standard library review sources like *Library Journal* and *Publisher's Weekly* are primarily used, however publisher's catalogs (*Twayne*, *Samuel French*, etc.) and university and small press catalogs are also helpful for identifying materials for this collection. Second copies of books that are in high demand, such as classic works by American writers, Shakespeare's plays, and style guides may be purchased.

Retention and Weeding

Materials in this collection are often weeded because of heavy use. As a rule, a three to four year weeding cycle is sufficient for the collection. Classical and standard works are retained, as are popular and frequently studied authors and materials. Style guides are weeded when superseded editions are available. *Public Library Catalog* and *Granger's Index to Poetry* should be used as guides.

900 – Geography, History and Travel

Description

This section contains works of history, travel and contemporary information on all countries of the world. It includes archeology, exploration, geography, civil and world wars, collective biographies and atlases. African-American history is included in this collection, as are studies of native tribes of the Americas. Although the emphasis in the history and travel sections is United States, other parts of the world are well represented. Works pertaining to Michigan history, including histories of specific cities and counties, are located in the Michigan History Room. The genealogy collection, which consists mainly of how-to, heraldry and family name books, is also in the Michigan History Room.

Selection

The 900s are very popular with students, travelers and the casual reader of history and biography. Standard library selection tools are used for this collection. University press

catalogs, the *New York Times Book Review* and *Best-Seller Lists*, and patron suggestions are also very useful in selecting for this collection. There is a strong interest in World War II, the Civil War, Western Europe, Canada and biographical information. There is growing interest in Eastern Europe, Asia and the Middle East. Popular travel guides, such as Fodors and Mobil, are kept on standing order.

Retention and Weeding

The travel section needs regular weeding. Guidebooks that are more than three years old should be removed from the collection. Classic historical works are kept unless they are damaged. Replacement or rebinding of these materials is important. Weeding of the history sections should be done every five years. Outdated atlases (except those retained for historical purposes) should be weeded and replaced with new editions.

Biography

Description

The biography collection consists of works about persons from the earliest times to the present. These are individual biographies (rather than collective biographies that are shelved in the 900s). The collection includes autobiographies, memoirs and occasionally letters.

Selection

The biography collection is very popular with our patrons. Casual browsers as well as those pursuing independent study read the books in this collection. Students also use the collection for assignments. In addition to standard reviewing sources, the *New York Times* bestseller list is used to choose materials. One copy of each title on the *New York Times* best-seller list should be purchased.

Retention and Weeding

Retention of titles is based on whether or not the subject is still of interest. *Public Library Catalog* should be used when weeding. Books that are in poor condition are weeded and only replaced if they are the definitive source for information on an individual or little else is available.

Reference

Description

The Roseville Public Library reference collection is located in Adult Services; however, it is meant to serve individuals from elementary school age through adulthood. The collection covers the entire range of the Dewey classification system. The collection varies in difficulty from basic introductory level to beginning research level. The aim is to provide current information on all subjects and historical information on those subjects for which previous questions have indicated a need. Major areas are business, medicine, literature, and biography.

Selection

Materials are judged by scope, currency, ease of use and cost. Reviews are consulted before purchasing new reference titles. Standing orders are placed for regularly published items to ensure prompt receipt of current editions. Some titles are ordered in alternate years or even every five years in order to save money. Both hardcover and paperback are purchased. An increasing number of reference materials are being acquired in non-print formats. The decision to move to non-print is based on cost and ease of use.

Retention and Weeding

Replacement of obsolete and out of date material should be a high priority with this collection. It should be weeded annually. Titles included in *Public Library Catalog* should be retained. Some older editions of statistical sources may be retained for historical perspective. Weeded volumes may be moved to the circulating collection, passed on to other libraries or given to the Friends of the Roseville Public Library for their book sale. The Reference Collection is constantly being evaluated due to the increased use of the Internet and online databases. Some titles are being discontinued due to changing use patterns. In some cases, offering patrons both the print and non-print versions of a title is desirable. Once patrons become more accustomed to using non-print sources, this will no longer be necessary.

Fiction

Description

Popular best sellers, classic literature and genre fiction from all time periods and all parts of the world make up the fiction collection. Its purpose is to enrich and entertain. Five genre collections are shelved separately: short stories, mysteries, science fiction, westerns and romance. Although emphasis is placed on American authors, the attempt is being made to include British and world authors in English translation.

Selection

In addition to standard review sources such as *Library Journal* and *Publisher's Weekly*, the *New York Times Book Review*, the *New York Review of Books*, and *Bookpage* are also used for selection. Every title that appears on the *New York Times Best Seller's* list should be purchased. Unfortunately, due to space limitations, only one copy of each fiction title should usually be on the shelf. In the case of bestsellers, a second or third copy may be purchased if demand warrants. Additional copies should be purchased in paperback if possible. Once the demand lessens, these copies should be weeded and given to the Friends of the Roseville Public Library for their book sales.

Retention and Weeding

Damaged items should be weeded as they are identified. The *Fiction Catalog* should be consulted when considering whether or not to replace the item. Duplicate titles should be withdrawn when the demand has lessened. The collection should have a thorough weeding every five years.

Large Print Collection

Description

On a much smaller scale, the large print collection consists of the same cross-section of books as the regular collection. The major portion of the collection is devoted to classic literature, best sellers and genre fiction. Some non-fiction titles are included, especially biography. Both hard and soft cover books are purchased.

Selection

The majority of the titles are obtained through a standing order with Gale/Cengage. Other titles are added when funding is available, suggestions are made or through gifts. Roseville has a growing percentage of residents over the age of 60 and the demand for this collection is increasing. The collection is also utilized for our outreach patrons. Some thought should be given to expanding the space and funding for large type materials.

Retention and Weeding

Large type books are seldom available once the initial print run is exhausted, so great care must be taken in withdrawing titles. Whenever possible, damaged editions should be re-bound. When weeding is necessary, outdated non-fiction should be withdrawn, as well as fiction titles that have very low circulation.

Local History Collection (Michigan Room)

Description

The local history collection is housed in the Michigan Room area of the library. Items included in this collection are books (reference and circulating), periodicals and audio-visual materials. The focus of the collection is local (Roseville and surrounding communities) and Michigan history. A small portion of the collection is devoted to genealogy. This section includes mainly how-to books, heraldry and family name guides. The archive for the City of Roseville is also part of this collection.

Selection

Newspaper clippings from local publications are collected on an ongoing basis. Photographs and yearbooks are also collected. At least one copy of all local history titles is added to the collection. Duplicate copies of titles pertaining to Roseville should be purchased, so that one copy is available as reference. At least one copy of local publications (city calendar, city newsletter, annual budget, etc.) is added to the archives.

Retention and Weeding

Damaged titles should be replaced if possible, or re-bound. If the item cannot be replaced or rebound, but is still valuable to the collection, it should be moved from the public area to the archives.

AV Materials

Description

The audio-visual (AV) collection consists of videos, DVDs, books on tape and CD, music CDs, kits (books and cassettes), computer games and CD-ROM programs. Selection policies and procedures for these areas are the same as for books. See the previous sections covering fiction and non-fiction guidelines. The library makes no attempt to compete with local video rental stores. We do not offer multiple copies of titles and we strive to offer titles that might not be carried by video rental stores. The Friends rental video and DVD collection has been absorbed into the free library collection. There are no longer any rental fees for audio-visual materials. All items circulate free and are holdable. All selection is done by a librarian.

The CD collection covers many different styles of music, such as classical, jazz, popular, country, etc. Areas such as holiday music, international music and folk music are growing.

CD-ROMs are offered for both youth and adults. Programs are informational/educational and recreational.

Selection

Standard library review sources are consulted as well as periodicals such as *Entertainment Weekly* and *Film Comment*. Publishers' catalogs such as Recorded Books, Chivers, and PBS Home Video are also consulted.

Current release feature films are selected for the Rental Video and DVD collections. Foreign and independent films are also purchased for this area. Reviews are consulted and ratings considered. Films that have not been rated or that are rated X are not purchased for the collection. Classic and children's films are purchased for the Free Video and DVD collections. Non-fiction videos are also part of the free collection. Instructional, exercise, travel and historical subjects are very popular with our community. Award winning films and CDs are standard purchases. TV programs or series that are popular and available on video or DVD may be purchased for the free collection. The video collection is being closely monitored. Statistics show that the DVD collection has become as popular as the video collection and will ultimately surpass videos in circulation. The budget will be adjusted to meet changing demand. A free DVD section for classic films and instructional/educational programs is being established.

CD-ROM products are purchased in both MAC and PC platforms.

Books are currently purchased in both cassette and CD format. This collection will be closely monitored due to changing needs. Both abridged and unabridged titles are selected, however, the unabridged seem to be gaining in popularity.

Maintenance and Weeding

Damaged products are replaced or repaired if possible. With books on cassette, it is sometimes possible to replace individual tapes rather than the entire set. Videos and DVDs that were produced more than 15 years ago are moved to the free collections. The collection should be weeded annually due to space limitations. Standard sources such as *Public Library Catalog* and *Fiction Catalog* may be consulted. Circulation is also considered when weeding. Withdrawn audio-visual items that are in good working condition are given to the Friends of the Roseville Public Library for their sales.

Periodicals

Description

The library currently subscribes to over 200 periodicals covering a wide range of subjects. Paper copies of magazines are kept for the current year and the previous year. The only exception is *Consumer Reports*, which is kept at the Reference Desk for at least four years. All magazines, except the most recent, circulate. A list of the magazine subscriptions is available at the reference desks. Professional journals are routed to the director and assistant director and then placed at the adult reference desks. Library review sources are routed directly to the librarians.

Selection

Due to the changing nature of research, our magazine collection focuses primarily on entertainment, enrichment and general interest. A core collection of titles, i.e., *Time*, *Newsweek*, *U.S. News*, *Business Week*, *Fortune*, *Forbes*, *Good Housekeeping*, etc., is standard. Other titles, such as *Dog World*, *Martha Stewart Living*, *Shop Notes*, and *Taste of Home*, were added based on patron suggestions.

Included in the periodicals section are local and out of state newspapers. The library has daily subscriptions for the *Detroit Free Press*, the *Macomb Daily*, the *Wall Street Journal* and the *New York Times* Sunday edition. We also carry the *Macomb County Legal News* and the *Eastsider*.

Retention and Weeding

As indicated above, magazines are only kept for two years (including the current year). Older issues are withdrawn and either given to patrons who have requested them, given to the Friends of the Roseville Public Library or discarded. Newspapers are kept for a period ranging from one to three months depending on the title. Damaged copies are weeded immediately. Patron recommendations are welcome, however, cost and space will factor into the decision to order a title. Gifts of periodicals are accepted only when the giver commits to a three-year subscription.

Youth Area

Description

The Youth Services area serves Roseville residents, as well as those from the surrounding communities, from preschool through grade 8, and their caregivers. The collection also serves teachers in the Roseville Community Schools and the private schools in Roseville. The collection includes both fiction and non-fiction and is arranged according to the Dewey Decimal Classification System just as the Adult Area is arranged. The area is divided into pre-school, elementary and young adult sections. Books and periodicals are included in the collection. All juvenile and young-adult audio-visual material is shelved in the AV Area.

Selection

The same standards that apply to the adult collection apply to the juvenile and young adult collections. (See the general criteria and the specific guidelines for non-fiction and fiction). Materials are purchased with a commitment to diversity and quality, responding to both the educational and recreational needs of the community. Standard library review sources are used, including *School Library Journal* and the *Bulletin of the Center for Children's Books*. One-third of the library's total circulation is from Youth collections; hence, one-third of the book budget is devoted to that area. A similar portion of the a-v budget allocation is also devoted to juvenile and young adult materials. Pre-school and toddler story time sessions and class visits are also considered when selecting juvenile materials, especially fiction.

Because reading levels vary considerably, materials are purchased at a wide range of reading levels in both the fiction and non-fiction areas. Reading levels are designated through the use of colored dots. Both the fiction and non-fiction collections are used for school assignments as well as for general interest and recreational reading. Some of the more popular non-fiction subject areas are animals, countries of the world, folklore, leaves and trees, biography and Native Americans. Separate collections of hardcover and paperback juvenile and young adult fiction are maintained. Circulating encyclopedias are also available in the Youth Area. The other collections in this area are picture books, easy books and readers.

Easy and Picture Books: these collections consist of titles in which illustration is an integral part of the body of the work. Books range from wordless to third grade interest level. Most titles are intended to be read aloud to a child. Easy and picture books often meet both educational and recreational needs. Concept books are an important part of this collection. Popular television shows also create demand for particular titles.

Readers: This collection is geared towards 1st through 3rd grade readers. Books having a controlled vocabulary, written for an audience that is just learning to read or is still mastering the mechanics of reading are in this section. Illustrations are considered secondary to text.

Juvenile Fiction and Juvenile Paperback: these collections contain titles of interest to children in third through sixth grades. Genres such as mystery, fantasy, horror, historical fiction, etc., are labeled within the collection. Large series such as *Goosebumps* and *Babysitters' Club* are usually purchased for the paperback collection.

Young Adult Fiction and Young Adult Paperback: these collections contain titles of interest to children in sixth through eighth grade. Genres such as mystery, fantasy, humor, historical fiction, etc., are labeled within the collection. Large series of books are usually purchased for the paperback collection. Occasionally, titles that are purchased for adult fiction are also purchased for the young adult collection.

Juvenile and Young-adult Biography: This section includes a wide variety of titles for children through eighth grade. The collection contains books on contemporary and historical figures.

Juvenile and Young-adult Non-fiction: This collection consists of materials that meet the informational, educational and recreational needs of children from preschool through eighth grade. The emphasis when purchasing for the Youth Area in non-fiction is as follows:

- 000 – materials on unexplained phenomena and computers.
- 100 – astrology, ghosts and personal growth and development.
- 200 – religions of the world and mythology.
- 300 – folk and fairy tales, careers, government, and environment.
- 400 – English language, foreign languages and sign language.
- 500 – dinosaurs, science experiments, weather, animals and insects.
- 600 – pets, human body, cooking, transportation and space flight.
- 700 – art, drawing, crafts, sports, music, magic and games.
- 800 – poetry, riddles, and plays.
- 900 – U.S. and world history, geography, Native Americans and ancient civilizations.

Retention and Weeding

Because of space limitations, the Youth Area must be weeded annually. Superseded collections of non-fiction series (such as, books on states, countries, etc.) should be withdrawn. Damaged books are usually withdrawn and replaced if possible. In the case of classic titles that are no longer in print, rebinding is an option.

Materials Selection Policy adopted on 2/13/95
Replaced by *Collection Development Policy* revised and approved on 2/2/04
Revised 9/8/08

ROSEVILLE PUBLIC LIBRARY Computer Guest Cards

The Roseville Public Library will offer computer guest cards for individuals who are not eligible for a library card within Suburban Library Cooperative (SLC).

1. If a patron is eligible for a public or courtesy card from our library or another SLC library, they should apply for a regular library card. If not, they may apply for a Computer Guest Card.
2. The patron must complete a library card application form. They should include their name, address, telephone number, date of birth and driver's license or state ID number (if applicable). They should sign the back of the form just as they would for a library card. MINORS: Applications for minors must be signed by a parent/guardian. Please make sure to enter the birth date since this is what will determine which computer the patron is eligible to use.
3. Register the patron in Workflows. Be sure to use RSVINTERNE as the patron profile.
4. Make sure the expiration date reflects the card the patron is paying for. Also, put the expiration date on the application form.
5. The charge for a new computer guest card is:
 - \$2.00 per month
 - \$10.00 for six months
 - \$20 for one yearRing the money up on the cash register using the Annual Card key. Replacement cards (lost or damaged cards) will be \$1.00 like a regular library card.
6. The patron may select their own 4-digit pin number (it must be a four digit number) or one will be assigned. Please make sure to give them their pin number when you give them the card.
7. Explain to the patron that the card can only be used to access the computers at our library. They may also use the cards to print from our computers since they can store money on the card just like a regular library card.

If a patron comes in without their guest card, we can look up their information (card number and PIN) provided they have photo identification.

Approved January 14, 2008
Revised May 12, 2010

ROSEVILLE PUBLIC LIBRARY

Computer Resources Use Policy

The Roseville Public Library is an information/reference resource center for the City of Roseville. As such, it provides information in a variety of formats, including electronic. The Internet enhances the Library's existing collection in size and depth. It allows access to ideas, information, and commentary from around the globe. Since it is an unregulated medium, it offers access to material that is personally, professionally, and culturally enriching to individuals of all ages, but also to material that may be offensive, disturbing, and/or illegal.

Because the Internet and its resources may contain material of a controversial nature, parents of minor children need to assume responsibility for their children's use of the Internet. In accordance with Michigan Public Act 212 effective October 1, 2000, youth 17 and under **cannot access unfiltered Internet workstations without a parent or legal guardian**. Parents/guardians, not the Library or its staff, are responsible for the Internet information selected and/or accessed by their children.

Not all sources on the Internet provide accurate, complete or current information. Users need to be good consumers, questioning the validity of the information presented. The Library neither monitors nor directly controls information accessed through the Internet and cannot be held responsible for its content, quality, accuracy or currency. In addition, the Library assumes no responsibility for any damages, direct or indirect, arising from the use of its computers or from connections to other Internet resources. The Library cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

Conditions and Terms of Use in the Library

1. Public use computers and Internet stations are located so that they may be monitored by staff for assistance and security.
2. Public use computers are available on a first come, first served basis. Patrons wishing to use the unfiltered Internet computers must be 18 or over. Additional computers are also available offering filtered access to the Internet, the library catalog, online databases and the Microsoft Office Suite. Patrons must have a valid library card to login to any of the computers. Patrons not eligible for a library card may purchase a Computer Guest Card. Catalog only computers are available in both the Youth and Adult areas and will not require patrons to login.
3. Individuals are limited to two hours per day on library computers. The unfiltered Internet computers offer one hour sessions and patrons may add their name to a reservation list if all of the computers are in use. Computers offering access to filtered Internet have half hour sessions with the exception of one 15-minute express terminal. The computers offering Microsoft Office Suite have two hour sessions. Catalog only computers do not have time limits.

4. No more than two people may access a single computer at any time.
5. Printing is available from most computers at a cost of 10 cents per page. These print jobs will be directed to a high volume printer located in the public area. Print jobs should be paid for in advance. Printing is not available on the catalog only computers.
6. Patrons may not alter existing software.
7. Computer workstations must be used in a responsible manner and users must take care with use of the equipment.
8. Users must respect the privacy of others by not misrepresenting themselves; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
9. The workstations cannot be used for fraudulent or unlawful purposes, including any activities prohibited under any applicable federal, Michigan or local laws. Illegal use of the computers will result in the loss of the right to use any Library computer equipment.
10. Users must abide by copyright regulations regarding material on the Internet. It is the users responsibility to be aware of any notices concerning the copyright of information on the Web and to respect the copyright laws of the United States.
11. The Library does not allow the viewing of material that can be classified as obscene. Customers are reminded that they are in a public place and they are asked not to display on screens and/or print material that might be objectionable. Accessing child pornography is illegal and will result in the loss of the right to use any Library computer equipment.
12. If a patron is not in compliance with this policy, the librarian on duty is authorized to terminate their computer session. The Library Director is authorized to terminate a patron's computer privileges for up to two weeks due to noncompliance. If necessary, the Library Commission may impose longer or permanent restrictions for violations of this Policy. Illegal acts involving Library computer resources will be reported to the Roseville Police Department and may be subject to prosecution by local, state and/or federal authorities.
13. Staff will assist the public with their use of computers as time allows. Library staff cannot provide in-depth training concerning the Internet and/or word processing programs. Staff may offer searching suggestions for the public and will do limited Internet searches as needed to answer specific reference questions. In addition to the many resources the Library carries dealing with computers and computing, a variety of computer related demonstrations are offered for patrons at the Library on an on-going basis.

Adopted by the Roseville Public Library Commission - June 10, 1996

Revised - 2/10/97
Revised - 2/8/99
Revised - 4/12/99
Revised - 10/9/00
Revised - 3/10/03
Revised – 10/11/04
Revised – 6/12/06
Revised – 1/8/07
Revised – 9/8/2010

ROSEVILLE PUBLIC LIBRARY Computer Software Policy

A. Acquisition Guidelines:

The Library collection will consist of software on a wide variety of topics, including both informational and entertainment items for adults as well as children. Each item will be judged individually for its particular merit to the collection by librarians. In reconsideration requests, final decisions will rest with the Roseville Public Library Commission.

B. Lending Rules:

1. The patron must have a valid Library card.
2. The loan period is 21 days.
3. There is no circulation charge for software purchased with Library funds.
4. Overdue fine: .50 per item per day; maximum \$5.00
5. Limit of two titles per borrower.
6. Lost or damaged software: Charge equal to current retail replacement cost plus \$3.00 processing fee.

C. Liability Waiver:

The Library is not responsible for any damage to the borrower's computer that may occur in the use of this software. The borrower assumes all risk in running this software on their equipment.

Adopted by the Roseville Public Library Commission on October 9, 1995
Revised 5/12/03
Revised 3/13/06

ROSEVILLE PUBLIC LIBRARY

Customer Service Policy

The Roseville Public Library strives to offer excellent library services to all. In addition to the quality of the facility and the collection, it is equally important that the library staff provide accurate, efficient and friendly service at all times. Although we often view the patron as a customer, it is important to remember that the patron, as voter and taxpayer, is also the ultimate "boss". The customer service policy is the foundation for staff interactions with the general public. All other library policies should be interpreted in light of the principles outlined below.

- Library employees should offer the same quality of services to all regardless of age, race, sex, nationality, educational background, physical limitations, or any other criteria that may be the source of discrimination.
- Patrons should be treated as if they are the most important people in the world because they are!
- Judgment calls should always be made in the patron's favor. If an employee misinterprets a library policy, it should always be to the patron's advantage. You will not be penalized for errors made in good faith pursuant to this policy.
- If a staff member is unable to comply with a patron's request, the patron should be offered an alternative whenever possible.
- Staff members should be familiar with and able to articulate library policies as well as explain the rationale behind them.
- Rather than reacting defensively when a patron complains, staff will accept each complaint as a gift, that is an opportunity to remedy a problem.

Adopted by the Roseville Public Library Commission – October 11, 2004
Revised 6/12/06

ROSEVILLE PUBLIC LIBRARY
Distribution and Display of Non-Library Materials

Displays, handouts and announcements must be approved by the library director or appointed designee(s) before being set out or posted. Only information from non-profit organizations will be displayed.

DISPLAY CASES

The library retains priority rights to all display areas for library purposes.

Display cases may be reserved by contacting the library director. The director reserves the right to limit the size of the display, the content, the schedule and the frequency an individual or group has a display.

Set-up and removal of displays is the responsibility of the owner.

The library assumes no liability in the event of damage, destruction or theft of a display.

A sign stating the sponsorship of a display may be included. The display cases may not be used to sell items.

HANDOUTS AND ANNOUNCEMENTS

All handouts and announcements for the bulletin board will be put out by a library employee. Only items from non-profit organizations will be posted.

Distribution or posting of materials in the library does not indicate the library's endorsement of the issue or events being promoted.

Unapproved items will be disposed of at the library discretion.

The library will not display promotional campaign materials about individuals running for political office or other ballot issues.

PETITIONING

Petitioning, canvassing or distribution of literature or leaflets is not allowed in the library or on library property.

SALES/FUNDRAISING

The library does not allow panhandling or the sale or promotion of goods or services by members of the public in the library or on library property. The only exceptions to this policy are the Friends of the Roseville Public Library (whose sole function is to support the Library), the Roseville Historical and Genealogical Society and City of Roseville Boards/Commissions (such as Project Art in Roseville, PAIR).

Approved by the Roseville Public Library Commission on 10/13/08

ROSEVILLE PUBLIC LIBRARY
Erin Auditorium Use Policy

The main function of Erin Auditorium is to provide space for programs sponsored by the Roseville Public Library and its two associate organizations: The Friends of the Roseville Public Library and The Roseville Historical and Genealogical Society. In addition, the auditorium is also intended for use by the City of Roseville to provide a reception area for its activities and a training site for City employees.

Because of the present short-staffing of the City of Roseville Maintenance Staff, the Room is currently not available to other groups.

Adopted by the Roseville Public Library Commission
September 14, 1998
Reviewed 3/10/03
Reviewed 3/13/06

ROSEVILLE PUBLIC LIBRARY
Fax Services

Fax service is made available to Library patrons for transmission (outgoing) of documents. A fixed fee per page is set annually. Reference or computer staff will fax materials for patrons; patrons are not allowed to use the fax machine. Payment must be in the form of cash or personal check at this time. Patrons must have picture ID in order to write a check. All checks should be made payable to Roseville Public Library. At this time, the library cannot accept incoming faxes for patrons.

Charges for 2010/11: \$1.00 per page

Adopted by the Roseville Public Library Commission
May 12, 2010

ROSEVILLE PUBLIC LIBRARY

Gift Policy

Gift items are received by the Library with the explicit understanding that they may or may not be accepted based on the criteria enumerated below. All gifts will be accepted or declined by the *Roseville Public Library Commission* at their next regularly scheduled meeting.

No gifts can be accepted with any stipulations as to placement, use, loan restrictions, etc. Accepted gifts are placed in areas designated by the Library Director and/or staff and may be discarded at their discretion.

At no time is publicity or formal presentation allowed concerning any gift without prior approval of the Commission.

When the Library receives a cash gift for the purchase of an item or Library materials, selection can be recommended by the donor, but final approval is made by the Library Director.

Donations to the Library are added or discarded based on the decisions of Librarians who are specialists in various subject areas. Gift materials are evaluated based upon the following considerations:

1. Whether they meet the Library's standards of material selection.
2. Whether the physical condition is satisfactory.
3. Whether the Library needs the item or added copies of the item in its collection.

No gifts to the Library can be evaluated for income tax purposes. It is the responsibility of the donor to acquire such information from other sources since Library personnel do not have the expertise to provide such information.

The Library will issue a receipt for actual money received and/or a receipt acknowledging receipt of a specific number of items contributed.

Adopted by the Roseville Public Library Commission November 7, 1994

Revised 5/12/03

Revised 5/8/06

ROSEVILLE PUBLIC LIBRARY
Poster and Leaflet Distribution Policy

The Roseville Public Library Commission encourages the posting of announcements and distribution of leaflets at the Roseville Public Library as a service to Roseville residents.

However, since the posting of announcements and distribution of leaflets signifies to the public endorsement by the Library, the following Policy was adopted by the Roseville Public Library Commission effective January 8, 1981:

- 1) If not otherwise prohibited by this policy, posters and leaflets advertising the activities of non-profit organizations will be posted and distributed at the Library. Organizations may be required to submit proof of non-profit status.
- 2) Since the Roseville Public Library is non-partisan, political posters and/or leaflets cannot be displayed or distributed at the Library. Since the Library Collection should represent all sides of issues, however, the Library Commission may select to add some of these leaflets to the Library Collection but not distribute them.
- 3) Religious posters and/or leaflets cannot be displayed or distributed by the Library. Since the Library Collection should represent all sides of information, however, the Library Commission may select to add some of these leaflets to the Library Collection but not distribute them.
- 4) Posters and/or leaflets advocating discrimination on the basis of sex, race, religion, or age will not be displayed or distributed at the Library.
- 5) Leaflets and posters on "controversial issues" will be decided on individually by the Library Commission. Any posters or leaflets on issues the Commission feels would ostracize a segment of the Community from the Library will not be displayed or distributed at the Library. Since the Library Collection should represent all sides of issues, however, the Library Commission may select to add some of these leaflets to the Library Collection but not distribute them.

Adopted by the Roseville Public Library Commission
January 8, 1981
Reviewed 12/12/94
Reviewed 2/10/03
Revised 4/11/05

ROSEVILLE PUBLIC LIBRARY Privacy Policy

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

All customer registration information shall be treated by the staff of the Library as confidential, including name, address, phone number, and any other information provided on the customer's registration form. The Library may use registration information to distribute library-related information to registered borrowers. This policy also prohibits disclosure of whether or not a person has a library card.

Records Protected by the Michigan Library 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 397.603). A "library record" is defined in the statute as "a document, record, or other method of storing information retained by a library that personally identifies a library patron, including the patron's name, address or telephone number, or that identifies a person as having requested or obtained specific materials from a library. Library record does not include non-identifying material that may be retained for the purpose of evaluating the circulation of library materials in general."

Notification of the Library Director

Any employee of the Roseville Public Library who receives a request, or who is served with a subpoena, court order, or other legal process by a local, state or federal law enforcement agent, to release or disclose any library records, shall promptly notify the Library Director.

Action by the Library Director

The Library Director, in a timely manner, shall review all requests and orders, consult with the City of Roseville's attorney as necessary, and respond in an appropriate manner to each request and/or order in accordance with this policy.

Requests for Library Records

The Library Director shall deny, in writing, all requests, including Freedom of Information requests, for the release or disclosure of library records as defined under the Michigan Library Privacy Act, unless the Library Director has received the named patron's written consent for such release or disclosure. In no event shall a release executed by a minor or his or her parent or guardian be sufficient for release of said records.

Court Order for Release of Library Records

If a state or local enforcement officer produces a court order requiring disclosure (Michigan Library Privacy Act request), the staff person should immediately contact the Library Director. The Library Director will alert the City Manager and may choose to consult with the City of Roseville Attorney.

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).

USA Patriot Act

When a law enforcement officer presents a subpoena or search warrant to library personnel, the following responses shall be followed:

- a) The staff person should inform the agent that the staff person has no authority to release tangible records to agents.
- b) Staff who are approached by an agent should immediately contact the director of the library to alert them and refer the officer to the director's office.
- c) If the director is not available, the staff member shall comply with all search warrant requests. If a subpoena is presented, the staff member shall inform the officer that the request will be reviewed by the City Attorney to assure the document's legal sufficiency. The subpoena should then be immediately forwarded to the City Attorney for review.
- d) If a request is made without a subpoena or search warrant, do not provide any information and report the matter immediately to the director of the library or his/her designee.
- e) Do not discuss the subpoena or court order with anyone other than the director of the library, his/her designee, or the City Attorney. Do not discuss the subpoena or court order, its contents, named persons, or other information provided with anyone other than the director of the library, his/her designee, or the City Attorney.

Merged Confidentiality Policy and Privacy Policy
Revised June 10, 2003
Revised June 12, 2006

ROSEVILLE PUBLIC LIBRARY Proctoring Exams

The Roseville Public Library will provide proctoring services for examinations as a community service.

1. The following fees apply:
 - \$20.00 per exam for Roseville residents
 - \$30.00 per exam for non-residents
2. The student must contact the library director or assistant director to request proctoring service before any examination is sent to the library by the student's college or university. The library requires the student's name, telephone number and email address at that time. Should an examination be received without prior contact from the student, the examination will be returned to the issuing institution.
3. The library will proctor written exams. We cannot accommodate individuals needing to take online exams unless they are able to provide their own laptop computer and utilize the library's wireless service. When using the library's wireless service, printing is not available.
4. The student is responsible for having the examination and instructions sent to the library after getting approval from the library director or assistant director.
5. The library will only accept examinations from the student's school via postal service. The library will not accept emailed examinations. The library reserves the right to refuse proctoring if the requirements exceed staff or facility capabilities. For example, the library will not proctor exams that require notarized signatures.
6. Library staff will attempt to contact the student when the examination and instructions arrive at the library. If the student is not available after three contact attempts, the test will be returned to the school.
7. Examinations that are received will be placed in a Princeton file on the file cabinet opposite the director's office.
8. Test date and time must be approved by the director or assistant director. The test must be taken during regular library hours and should not exceed three hours. If the student fails to comply with the agreed upon date and time for proctoring, the exam will be returned to the institution.
9. Required supplies for the examination are the responsibility of the student. We are not responsible for supplying pencils, pens, paper, etc.
10. The library CANNOT guarantee a quiet test area, continuous monitoring for the entire period, or a specific library staff member's service.
11. If the return postage is not prepaid, the library will require the student to pay for the return postage.
12. The individual proctoring the examination is responsible for putting the examination in the mail.

13. If the student is required to take more than one examination for an organization, whether or not they take the exams the same day or on different days, they will pay a fee for each separate exam.
14. A copy of this policy will be given to any individual who requests proctoring.

Adopted by the Roseville Public Library Commission
June 9, 2010

ROSEVILLE PUBLIC LIBRARY Program Policy

The Roseville Public Library offers programs for all ages as a means to encourage library usage, to promote library materials, to provide information, and to extend library service to the community.

1. Due to the nature of some programs, such as Pre-School Story Time, the Summer Reading Program, craft programs, etc., advance registration is required. Roseville residents and those patrons who purchase non-resident cards at the Library will be given priority for registration. Others may or may not be accepted depending on Library policy for the program.
2. The Roseville Public Library will not be held liable for the consequences of any information presented by a Speaker during a Library Program.
3. The Roseville Public Library does not necessarily endorse the philosophies or statements expressed in any program held at the library.
4. All programs held at the Library shall provide unbiased information to the public and shall be of general interest to the Community.
5. Businesses may hold programs at the Library only if they are being held as a public service to the community. No advertising is permitted during the program or through follow-ups of those in attendance. (A business credit will be given in advertising for the program only as specified by the Library Commission.)
6. Programs advocating a single religious belief cannot be held at the Library.
7. Programs advocating discrimination on the basis of sex, race, religion, or age cannot be held at the Library.
8. Programs of a controversial nature will not be held at the library unless all sides of the issue are presented. Final decision in such cases will be determined by the Roseville Public Library Commission.
9. Final determination on all programs to be held at the Roseville Public Library shall rest with the Roseville Public Library Commission.

Adopted by the Roseville Public Library Commission on January 8, 1981
Revised 11/7/94
Revised 6/10/03
Revised 5/8/06

ROSEVILLE PUBLIC LIBRARY

Public Relations Policy

In recognition of the Roseville Public Library's responsibility to maintain continuing communication with present and potential users of the library's services and resources so as to assure effective and maximum usage by all citizens, the Board of Trustees of the Roseville Public Library adopts the following resolution as a matter of policy.

The objectives of the Roseville Public Library's public relations program are:

- To promote community awareness of library resources and services;
- To stimulate public interest in and usage of the library;
- To develop public understanding and support of the library and its role within the community.

The following means may be used to accomplish these objectives:

1. The Roseville Public Library Director shall have the responsibility for coordinating public relations and public information activities. All publicity about the Roseville Public Library shall originate within the Library.
2. Surveys of the community shall be made every three years, or as needed, to develop the library's long-range plan to assure responsiveness to the interests and needs of all citizens. The long-range plan will be evaluated annually and changes will be made as needed.
3. Personal and informational group contacts shall be maintained with government officials, service clubs, civic organizations and other community groups by the Roseville Public Library staff and Library Commission members.
4. Local media shall be utilized to keep the public aware of and informed about the resources and services of the Roseville Public Library.
5. Newsletters, brochures, and other promotional materials shall be produced and distributed through regular mailings and other effective methods of reaching the public.
6. The Roseville Public Library may sponsor programs, classes, exhibits and other library-centered activities to fulfill the needs of the community for educational, cultural, informational or recreational opportunities.
7. Joint sponsorship with external groups (not including city sponsored organizations) is not permitted since such cooperation invariably signifies endorsement of the group by the Library to the public (and thereby possibly ostracizes other groups or organizations).
8. Training sessions, workshops, and other aids shall be made available to library staff members to assure courteous, efficient and friendly contact with library patrons and the general public.
9. In an emergency situation, the Library Director is responsible for all official statements to the public and media; in the absence of the director, statements will be made by his/her designee who has been placed in charge of the library.

In the event that the library has to close due to an emergency situation, the individual in charge will notify other city departments and/or the media.

Adopted by the Roseville Public Library Commission – October 11, 2004

Reviewed 6/12/06

Publicity policy and Public Relations policy revised and merged 9/8/08

ROSEVILLE PUBLIC LIBRARY

Television/DVD Player Use Policy

The Roseville Public Library is an information/reference resource center for the City of Roseville. It provides information in a variety of formats, from print to audiovisual materials. The library's television with built-in DVD player gives users access to information beyond traditional resources. These resources enhance the library's existing collection in size and depth.

The primary purpose of the Television/DVD player is to allow library patrons to view City of Roseville Council Meetings which have been recorded on DVD and are available in the Michigan History Room. Other DVDs may also be viewed on this equipment provided that the following criteria are kept in mind.

Because many DVDs may contain content of a controversial nature, parents of minor children need to assume responsibility for their child's use of the Television/DVD player as well as the DVD collection.

Conditions and Terms of Use:

1. The Television/DVD player is located in the Michigan History Room.
2. The Television/DVD player is available on a first-come, first-served basis.
3. No more than two people may be seated at the desk to view a DVD.
4. Patrons may not alter the set-up of the television set or attach equipment to the hardware.
5. Headphones must be used at all times.
6. The Television/DVD player must be used in a responsible manner and users must take care with use of the equipment.
7. The library does not allow the viewing of materials that can be classified as obscene. Patrons are reminded that they are in a public place and they are asked not to display materials that might be objectionable on the screen.
8. All DVDs must be checked out by the patron at the Circulation Desk in order to be viewed. Although not the primary purpose, if patrons bring DVDs from home, they may preview them on the television and the same criteria will apply.
9. If a patron needs assistance with the equipment, they should speak with either the librarian or computer aide at the Adult Information Desk.
10. If a patron is not in compliance with this policy, the librarian on duty is authorized to bar the patron from using the Television/DVD player. If there are repeated incidents with the same patron, the library director is authorized to bar the patron from checking out materials and using library equipment for two weeks due to noncompliance. If necessary, the Library Commission may impose longer/stricter restrictions.

Adopted by the Roseville Public Library Commission - September 14, 2009

ROSEVILLE PUBLIC LIBRARY
Ticket Distribution/Selling Policy

No ticket selling may be done at the Roseville Public Library by Staff and/or other persons.
(This includes both profit and non-profit organizations.)

The only exception to this policy are the Friends of the Roseville Public Library whose sole function is the support of the Roseville Public Library, and the Roseville Historical and Genealogical Society who are sponsored by the Roseville Public Library and approved by the Library Commission.

Adopted by the Roseville Public Library Commission
November 9, 1981
Revised 1/9/95
Reviewed 2/10/03

ROSEVILLE PUBLIC LIBRARY
Videotaping Policy

1. All videotaping of Library programs and activities will only be done under the auspices of the Roseville Public Library Commission.
2. All videotapes produced will remain the property of the Roseville Public Library.
3. All airing of "Library" videotapes will be determined by the Roseville Public Library Commission or their designate.
4. Videotapes may be exchanged with other participating libraries for airing as approved by the Roseville Public Library Commission.
5. After tapes have been aired, they will be added to the Library archives as a visual historical record.

Revised by the Roseville Public Library Commission January 9, 1995
Reviewed 5/12/03

ROSEVILLE PUBLIC LIBRARY Volunteer Policy

1. Volunteers are identified as persons who perform duties or tasks for the Library without wages or benefits. Community service workers shall serve under the same guidelines as other library volunteers. The volunteers described in this policy are separate from the Friends of the Library volunteers who are governed by their own policies and bylaws.
2. Volunteers must complete a volunteer application form and be age 12 or older. Volunteers under the age of 18 must have written permission from a parent or guardian to volunteer for the library.
3. Volunteers will not be accepted if there is no suitable service match when skills, interests and schedule are considered. If there is not a volunteer opportunity available, the volunteer will be informed that their application will be kept on file for six months and they will be contacted if something becomes available. Preference will be given to Roseville residents and students of Roseville schools.
4. Volunteers will not substitute for regular staff. They will provide special, unusual or supplemental services and will fulfill specific tasks.
5. Each volunteer is to serve a minimum of one (1) hour and no more than four (4) hours per day.
6. Volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior code as employees.
7. Volunteers will receive instructions regarding the specific task they are assigned. Individuals must be motivated and able to work unsupervised.
8. Volunteers may be discharged with or without cause or notice.

Adopted by the Roseville Public Library Commission
January 10, 2005

ROSEVILLE PUBLIC LIBRARY

Wireless Internet Access Policy

The Roseville Public Library now offers free wireless “WiFi” access to the Internet for properly equipped laptops and handheld computers during normal library business hours. When you use wireless Internet in the library you must adhere to our Computer Resources Use Policy as well as to this policy. Please take the time to read these policies if you have any questions.

Advantages of Wireless:

- No waiting for an available PC
- No enforced time limits – connect as long as you like
- Enjoy roomier workspace in a quieter area of the library
- Fast access
- Ability to download files
- Ability to save files permanently on your own device

Limitations

- No printing services are available
- A WiFi network is less secure than a wired network
- Signal strength may vary within/without the library
- Signal strength may vary due to user’s equipment

Library staff will provide general information on the settings necessary to access the Internet, but are not responsible for any changes users make to their computer settings and cannot guarantee that a user’s hardware will work with the library’s wireless connection.

If a user has problems accessing the Internet over these connections, staff cannot assist in making changes to the user’s network settings or perform any troubleshooting on the user’s own computer. Users should refer to their owners’ manuals or other support services offered by their device manufacturer.

As with most public wireless “hot spots,” the library’s wireless connection is not secure. There can be non-trustworthy third parties between the user and anybody with whom the user communicates. Any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless “hot spot.”

The library will not be responsible for any personal information (e.g. credit card) that is compromised, or for any damage caused to your hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

Printers are not available via the wireless connection at this time. If users need to print, they should save their work to a portable storage device (e.g. floppy disk) or wait to print a document on a home printer. An alternative is to email files to themselves, then login to a wired library workstation and send documents to the public printer.

Use of wireless access points is governed by the Roseville Public Library Computer Resources Use Policy. All users are expected to use the library's wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, Michigan or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minor's access to the library's wireless network is the sole responsibility of the parent or guardian.

Adopted by the Roseville Public Library Commission on January 9, 2006