

MINUTES OF THE LDL POLICY COMMITTEE MEETING

LOUTIT DISTRICT LIBRARY, GRAND HAVEN, MICHIGAN

TUESDAY, APRIL 23, 2024

MEETING INFORMATION Date and Place	Loutit District Library's Policy Committee met on Tuesday, April 23, 2024, in Program Room B at Loutit District Library Avenue, 407 Columbus Avenue in Grand Haven, Michigan. Notice of the meeting was given pursuant to Michigan's Open Meeting Act (PA 267 of 1967).
04.01 CALL TO ORDER Attendance	<p>The Chair started the meeting at 2:02pm.</p> <p>Present: Committee Members: Katie Alphenaar, Mary Jane Belter, Allison Boyer, Lisa Menerick, Marc Longstreet, Anne Harrison and Committee Chair Nancy Collins.</p> <p>Absent: None</p> <p>Others present: None</p>
Quorum	A quorum (5) being present, the business of the committee took place.
04.02 MINUTES APPROVED Motion to approve Nov 21 minutes	<p>Committee Chair Collins explained that Robert's Rules of Order allow for members who were not present at a meeting to vote to approve meeting minutes. (However, members cannot vote against approving the meeting minutes.)</p> <p>Committee Member Longstreet, supported by Committee Member Menerick, moved to approve the Policy Committee meeting minutes of November 21, 2021.</p>
Motion passed	With a voice vote this motion was approved unanimously.
04.03 DISCUSSION	Next, Committee Members considered the Discussion of Bylaw Amendments section of their agenda.
Proposed bylaw amendment regarding notice of regular meeting changes	<p>Committee Chair Collins presented A RESOLUTION TO AMEND THE LOUIT DISTRICT LIBRARY BYLAWS BY REVISING ARTICLE VII, "MEETINGS," TO COMPLY WITH MICHIGAN'S OPEN MEETINGS ACT (see Attachment A) for discussion.</p> <p>Collins explained if the Board adopted this bylaw amendment it would bring the bylaws into compliance with the Michigan Open Meetings Act by requiring that any changes to the Board's annual meeting schedule be posted within three (3) days after the meeting at which the change was made (instead of the current requirement to post notice of the change in the monthly announcement of the regular meeting).</p> <p>Because there were questions about another provision in the same section of the bylaws (whether Michigan's Open Meetings Act requires public bodies to schedule their meetings for the next year in January and no other time of the year) the consensus of the committee was to postpone consideration of the</p>

resolution until Collins and Harrison consult with Clare Membiela, the Library of Michigan's Library Law Consultant. That way, if this section of the bylaws should also be amended to clarify when the Board adopts its regular meeting schedule for the year, both changes could be considered at the same time.

[NOTE: Committee Members Alphenaar and Boyer arrived as this discussion was being wrapped up.]

Proposed bylaw amendment to remove the Order of Business for Board agendas

Next, Committee Chair Collins presented a RESOLUTION TO AMEND THE LOUIT DISTRICT LIBRARY BYLAWS TO REVISE ARTICLE VII, "MEETINGS," TO PROVIDE FOR THE ANNUAL ADOPTION OF RULES FOR CONDUCTING BOARD MEETINGS (see Attachment B).

She explained bylaws should reflect the fundamental rules governing an organization. Procedures and information that change regularly are better suited to be included in a document regarding Board Rules. There have been 11 amendments to the Loutit Library Board of Trustees Bylaws since they were adopted. Five of the eleven amendments were in Section 5 (Agenda) of Article VII, Meetings.

The proposed amendment would delete the instructions for preparing Board agendas as well as the Order of Business as currently exist in Article VII, Section 5. Instead, the Board would be required to annually review and adopt Rules [NOTE: in discussion, the consensus was to change "Rules" to "Policies"] for Conducting Board Meetings. The policies could address general meeting conduct, an Order of Business for agendas, methods of voting, motions, resolutions, and reports, public comment as well as other procedures for the order conduct of Board meetings.

The proposal would also amend Section 8 (Procedure for adopting a resolution or motion) to simply state, "Official Board action shall only be taken by resolution or motion approved by the Board at an official meeting conducted in compliance with the Michigan Open Meetings Act (PA 267 of 1976). The procedures for adopting a resolution or motion, as currently listed in the bylaws, would be removed from the bylaws with the expectation that the procedure would be addressed in the Board's Policies for Conducting Board Meetings.

Motion to recommend adoption of Resolution to Amend Bylaws, Art. VII, Sections 5 & 8

Committee Member Menerick, supported by Committee Member Harrison, moved to recommend to the Loutit District Library that the RESOLUTION TO AMEND THE LOUIT DISTRICT LIBRARY BYLAWS TO REVISE ARTICLE VII, "MEETINGS," TO PROVIDE FOR THE ANNUAL ADOPTION OF RULES FOR CONDUCTING BOARD MEETINGS be introduced at that Board's regular meeting in May 2024, and adopted at a final reading at the regular meeting of the Board in June 2024. If adopted, the

	<p>amendments would be effective immediately.</p>
Motion passed	<p>With a voice vote this motion was approved unanimously.</p> <p>[NOTE: At the conclusion of the meeting, committee members asked that the proposed bylaw amendment and each of the policies be reviewed by the library's attorney. If no substantive changes are recommended by the attorney, the Policy Committee's recommendation should be presented to the Board. If substantive changes are recommended the amendment should be reconsidered by the Policy Committee.]</p>
04.04 Policies discussed	<p>The policy proposals at Section 4 – Policies to be discussed section of the agenda were considered next. Committee Member Harrison led the discussion for each of these agenda items.</p>
Alcohol Use Policy discussed	<p>Committee Member Harrison explained the proposed Alcohol Use Policy (see Attachment C) was new to Loutit District Library. It had its genesis earlier this year when the library hosted a reception for sponsors of the Smithsonian Spark exhibit. She said similar policies from other libraries were reviewed. The proposed policy makes it clear the LDL Board of Trustees has final say in the use of alcohol at library events. All other library policies will remain in effect.</p>
Requested changes in the policy language	<p>During discussion, Committee Members asked that the following changes be made:</p> <ul style="list-style-type: none">• Under <i>Circumstances when alcohol may be served</i>, at the first bullet point, “Alcohol will only be permitted at <u>special</u> library events or at events that are cosponsored <u>by a library partner</u>.”• Under <i>Where alcohol may be served</i>, at the first bullet point, “During regular library hours, alcohol may be served at pre-approved <u>special</u> library events....”
Motion to recommend adoption of Alcohol Use Policy with changes	<p>Committee Member Menerick, supported by Committee Member Longstreet, moved to recommend that the LDL Board of Trustees adopt the proposed new Alcohol Use Policy with the changes as noted above.</p>
Motion passed	<p>With a voice vote this motion was approved unanimously.</p> <p>[NOTE: At the conclusion of the meeting, committee members asked that the proposed bylaw amendment and each of the policies be reviewed by the library's attorney. If no substantive changes are recommended by the attorney, the Policy Committee's recommendation should be presented to the Board. If substantive changes are recommended the amendment should be reconsidered by the Policy Committee.]</p>

Media Relations Policy discussed

Committee Member Harrison presented a draft of a revised Media Relations Policy (see Attachment D) for discussion and consideration. She indicated LDL's existing media relations policy is outdated, which is why revisions are needed; also some of our policy as it relates to First Amendment Rights, may be unlawful today. The proposed policy was primarily drafted by Clare Membiela, the Library of Michigan's Library Law Consultant, for the Fowlerville District Library, with some small edits for LDL's circumstances.

Motion to recommend adoption of Media Relations Policy

Committee Member Belter, supported by Committee Member Boyer, moved to recommend that the LDL Board of Trustees adopt a revised Media Relations Policy as presented.

Motion passed

With a voice vote this motion was approved unanimously.

[NOTE: At the conclusion of the meeting, committee members asked that the proposed bylaw amendment and each of the policies be reviewed by the library's attorney. If no substantive changes are recommended by the attorney, the Policy Committee's recommendation should be presented to the Board. If substantive changes are recommended the amendment should be reconsidered by the Policy Committee.]

Order of Business Changed

Committee Chair Collins if there were any objections to changing the order of the agenda so that the committee had a chance to discuss the Solicitation Policy question on the agenda before Committee Member Menerick had to leave the meeting at 3:00pm. There were no objections so the order of business was changed.

Solicitation Policy discussed

Committee Member Harrison wondered if the committee thought the library's Solicitation Policy should be reviewed and possibly revised prior to the upcoming election season.

Solicitation Policy revisions desired

Discussion took place. After which, the committee asked Committee Member Harrison to review and revise the library's Solicitation Policy for the Policy Committee's consideration in the near future.

Internet Use Policy discussed

Committee Member Harrison explained the proposed Internet Use Policy (see Attachment E) was a combination of LDL's existing Wireless Internet Policy and Internet Policy. Bringing the two policies together would assure consistency

Motion to recommend

During discussion, Committee Members asked that the following changes be made:

- The title be changed to Internet Use Policy.
- In the first paragraph, indicate the two hour use is under normal circumstances; it is not a guarantee.
- Rescind the current Wireless Internet Policy.

adoption of
Internet Use
Policy with
changes

Committee Member Belter, supported by Committee Member Longstreet, moved to recommend that the LDL Board of Trustees adopt the revised Internet Use Policy with the changes noted above.

Motion passed

With a voice vote this motion was approved unanimously.

[NOTE: At the conclusion of the meeting, committee members asked that the proposed bylaw amendment and each of the policies be reviewed by the library's attorney. If no substantive changes are recommended by the attorney, the Policy Committee's recommendation should be presented to the Board. If substantive changes are recommended the amendment should be reconsidered by the Policy Committee.]

[NOTE: Committee Member Menerick left the meeting at approximately 3:10pm.]

Attorney
review
requested

After discussion, the committee asked Committee Member Harrison to have the library's attorney review the proposed bylaw amendment as well as the proposed policies - Alcohol Use Policy, Media Relations Policy, and Internet Policy. As long as there are no substantive changes recommended by the attorney the committee's recommendations should be presented to the Board. If the attorney recommends substantive changes the bylaw/policy in question should be directed back to the Policy Committee for review.

04.05
NEXT
MEETING

The next Policy Committee will be scheduled after discussions with the Library of Michigan's Library Law Consultant have taken place (regarding when public bodies must adopt their regular meeting schedule).

04.06
PUBLIC
COMMENT

There were no comments from the public.

04.07
ADJOURN-
MENT

The meeting adjourned at approximately 3:15pm.

PREPARED
BY:

Respectfully Submitted,

Nancy A. Collins

ATTACHMENT A – PROPOSED BYLAW AMENDMENT
ARTICLE VII, “MEETINGS,” SECTION 2 – Page 1 of 2

**A RESOLUTION TO AMEND THE LOUITIT DISTRICT LIBRARY BYLAWS
BY REVISING ARTICLE VII, “MEETINGS,”
IN COMPLIANCE WITH MICHIGAN’S OPEN MEETINGS ACT**

WHEREAS, the Michigan Open Meetings Act (1976 PA 267) MCL 15.265 requires public bodies to set the dates, times, and places of their regular meetings for the coming year at their first meeting of the calendar or fiscal year and establishes times for posting the scheduled meetings, and

WHEREAS, the Michigan Open Meetings Act requires public notice of changes in the schedule of regular meetings of a public body to be posted within three (3) days after the meeting at which the change is made, and

WHEREAS, it is the desire and intent of the Loutit District Library Board of Trustees to comply with the Michigan Open Meetings Act and for their by-laws to reflect the requirements of the Michigan Open Meetings Act.

THEREFORE BE IT RESOLVED, that Article VII, Section 2 of the Loutit District Library By-laws is amended to read as follows:

Section 2. At the annual meeting, the Board shall determine the months, the dates and hours of the regular meetings of the Board for the fiscal year. Within ten (10) days of the annual meeting, public notice stating the dates, times, and places of the Board’s regular meetings shall be posted at the principal office of the Library. If there is a change in the schedule of regular meetings, public notice stating the new dates, times, and places of the Board’s regular meetings shall be posted at the principal office of the Library within three (3) days after the meeting at which the change is made.

BE IT FURTHER RESOLVED, this amendment will be effective immediately after adopted by the Board of Trustees.

Introduced during the _____ regular meeting of the Board of Trustees.

Adopted by roll call vote of the Board of Trustees during the next regular meeting of the Board of Trustees held on _____.

AYES: Trustees _____

NAYS: Trustees _____

ABSTAIN: Trustees _____

RESOLUTION DECLARED ADOPTED

EFFECTIVE DATE: _____

ATTACHMENT A – PROPOSED BYLAW AMENDMENT
ARTICLE VII, “MEETINGS,” SECTION 2 – Page 2 of 2

CERTIFICATE:

The foregoing is a true and complete copy of a resolution adopted by the Loutit District Library Board of Trustees. It was introduced during a regular meeting of the Loutit District Library Board of Trustees on _____. The resolution was adopted by a majority of the Board of Trustees at their next regular meeting on _____. Both meetings were held in compliance with the Michigan Open Meetings Act (PA 267 of 1976). The amendment changes are effective as of _____.

Mary Jane Belter, Secretary
Loutit District Library Board of Trustees

draft

ATTACHMENT B – PROPOSED BYLAW AMENDMENT
ARTICLE VII, “MEETINGS,” SECTIONS 5 & 8 – Page 1 of 2

**RESOLUTION TO AMEND THE LOUITT DISTRICT LIBRARY BYLAWS
TO REVISE ARTICLE VII, “MEETINGS,”
TO PROVIDE FOR THE ANNUAL ADOPTION OF
RULES FOR CONDUCTING BOARD MEETINGS**

WHEREAS, by-laws should reflect the fundamental rules governing an organization, and

WHEREAS, procedures and information that change frequently are better suited to be included in a document such as Board Rules or the organization’s policies and procedures manual, and

WHEREAS, the Loutit District Library (Library) By-laws have been amended eleven (11) times since their adoption,

WHEREAS, six (6) of the eleven (11) by-law amendments have dealt with Article VII “Meetings,” including five amendments to Section 5 (Agenda), and

WHEREAS, the number of times the Library’s By-laws relating to the Board agenda have been amended is a good indication this information changes frequently and should be left out of the by-laws, and

WHEREAS, the procedure for approving a resolution or motion (Article VII, Section 8) is better suited as a rule for conducting Board Meetings than a by-law, and

WHEREAS, rules for Board governance -- such as general meeting conduct, an Order of Business for agendas, methods of voting, motions, resolutions, and reports, and Public Comment – are desirable for the orderly conduct of board meetings.

THEREFORE BE IT RESOLVED, that Article VII, “Meetings,” Sections 5 and 8 of the Loutit District Library By-laws shall be amended to read:

Section 5. At least once annually, the Board shall review and adopt Rules for Conducting Board Meetings, which may address general meeting conduct, an Order of Business for agendas, methods of voting, motions, resolutions, and reports, Public Comment, as well as other procedures for the orderly conduct of Board meetings.

Section 8. Official Board action shall only be taken by resolution or motion approved by the Board at an official meeting conducted in compliance with the Michigan Open Meetings Act (PA 267 of 1976).

BE IT FURTHER RESOLVED, this amendment will be effective immediately after adopted by the Board of Trustees.

Introduced during the _____ regular meeting of the Board of Trustees.

Adopted by roll call vote of the Board of Trustees during the next regular meeting of the Board of Trustees held on _____.

AYES: Trustees _____

NAYS: Trustees _____

ATTACHMENT B - PROPOSED BYLAW AMENDMENT
ARTICLE VII, "MEETINGS," SECTIONS 5 & 8 - Page 1 of 2

ABSTAIN: Trustees _____

RESOLUTION DECLARED ADOPTED

EFFECTIVE DATE: _____

CERTIFICATE:

The foregoing is a true and complete copy of a resolution adopted by the Loutit District Library Board of Trustees. It was introduced during a regular meeting of the Loutit District Library Board of Trustees on _____. The resolution was adopted by a majority of the Board of Trustees at their next regular meeting on _____. Both meetings were held in compliance with the Michigan Open Meetings Act (PA 267 of 1976). The amendment changes are effective as of _____.

Mary Jane Belter, Secretary
Loutit District Library Board of Trustees

draft

ATTACHMENT C – PROPOSED ALCOHOL USE POLICY

Page 1 of 1

Library resolution to amend bylaws

Alcohol Use Policy

The Loutit District Library Board of Trustees recognizes that it may be reasonable and beneficial to allow alcohol to be served in the library facility during specific, library sponsored events. These events include, but are not limited to, fundraising events or during programs of a cultural or educational nature.

Circumstances when alcohol may be served:

- Alcohol will only be permitted at library events or at events that are cosponsored by the library and another entity.
- Alcohol will not be permitted at any event unless pre-approved by the Board of Trustees, in compliance with this policy.
- Outside groups or individuals conducting a meeting or event at the library are not permitted to serve alcohol on library property.

Where alcohol may be served:

- During regular library hours, alcohol may be served at pre-approved library events held within an enclosed space, such as a program room. Events may only be accessible to designated attendees, not the general public
- Alcohol may be served throughout the library facility at pre-approved special or after-hours events, so long as there is a means by which to:
 - Prevent alcohol to the general public
 - Prevent alcohol from being removed from the premises by attendees, and;
 - Steps are taken to prevent the sale or distribution of alcohol to persons under the age of 21.

General Rules and Restrictions:

- Alcohol may not be served, sold, or consumed prior to the scheduled start of an event.
- Alcohol may not be served or consumed in the parking lot or parking garage.
- Alcohol may only be sold and/or consumed if the service is provided by a licensed caterer or bar service.
- No leftover beverages may be left on the library premises.
- All other library policies will remain in effect, and must be adhered to, during events where alcohol is served.
- This policy is not all inclusive; approved of individual situations not describe herein must be determined by the Board of Trustees. Waiver of any prohibitions in this policy must be decided and approved by the Board of Trustees.

ATTACHMENT D - PROPOSED MEDIA RELATIONS POLICY

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LOUTIT DISTRICT LIBRARY MEDIA RELATIONS POLICY

Every employee, trustee, and volunteer of the library plays a vital role in representing the library to our patrons and our community. Therefore, it is critical for every employee, trustee and volunteer to perform his or her duties so as to encourage use of the library, enhance its excellence, and promote its public image.

The goals of the library's Media Relations Policy are to create and maintain a positive image for the library that is recognized throughout the community, to promote community awareness of the library's resources and services, to stimulate public interest in and use of the library, to develop public understanding and support of the library and its role in the community, and to inform the library's constituent municipalities of the library's contributions to our community. **The library social media policy applies to all users.**

Board of Trustees

Library trustees are responsible for communicating with their appointing municipalities regarding library events, activities, and issues. However, trustees have a fiduciary obligation to the Library Board and may not release any information that would violate that duty. For example, information that is subject to attorney-client privilege or closed session discussions. Library trustees may not release any information considered a library record under the Michigan Library Privacy Act.

Community Engagement and Marketing Manager

The Community Engagement and Marketing Manager is responsible for coordinating the library's media and public relations activities, under the direction of the Executive Director. Employees and trustees (except as provided above) should refer all requests for information about the library, its policies and operations to the **Executive Director or Assistant Director.**

Official statements of the Loutit District Library

The **Executive Director** and his or her designee are authorized to make official statements to the public and media on behalf of the Loutit District Library. If the official statement is on behalf of the Board of Trustees, the Board of Trustees President or his or her designee shall make an official statement.

Social Media

Designated staff may maintain library social media accounts as part of their assigned duties. The same standards, principles, and guidelines that apply to Loutit District Library employees in the performance of their assigned duties also apply to employee social media technology use. Posts should inform library users about services, resources, programs, events, promote library use, and encourage dialogue between users and library representatives. Social media posts, as with all library media releases, should be positive in tone and should reflect the values and viewpoint of the library rather than personal opinions. Each social media account will clearly indicate that it is maintained by the library.

There is no expectation of privacy in postings on Loutit District Library's social media sites. By using these sites, users consent to the library's right to access, monitor, and read any postings on the sites. Users of all ages have a responsibility to protect their privacy and should not post personally identifying information such as: last name, school, age, phone number or address. By posting on the library's social media sites, users give the library permission to use a user's name, profile picture and the content of any posting made without compensation or liability on the part of the library.

ATTACHMENT D – PROPOSED MEDIA RELATIONS POLICY

Page 2 of 3

Users of library social media are expected to interact with the library and each other in a civil, respectful, and constructive manner. Users and/or employees shall not post or share any of the following inappropriate content on library social media:

- o Content that constitutes or encourages illegal activity
- o Obscenity or child pornography
- o Content that elicits violence

Users and/or employees are also discouraged from posting or sharing any of the following inappropriate content on library social media:

- o Content that promotes, fosters, or perpetuates discrimination and/or harassment on the basis of race, creed, color, age, gender, marital status, politics, religion, national origin, physical or mental disability, sexual orientation, ancestry, or any other category protected by federal, state, or local laws
- o Threats against the library, library staff, other users posting to library social media, or any other individual or organization
- o Personal attacks or profanity
- o Sexual content or links to sexual content
- o Spam
- o Information / Posts that are knowingly false
- o Commercial or charitable solicitations, or advertising or sale of merchandise or services unrelated to library
- o Private information about an individual, except with that individual's consent

The library reserves the right to suspend or turn off comments on posts that have been deemed inappropriate.

The library may occasionally share information about events in the community. To ensure that the library's social media remains manageable and appropriately focused, users are requested not to post or share advertisements for non-library events without the prior permission of the library director.

Individuals may express concerns about content that others have posted on library social media by contacting the Executive Director. The library will investigate those concerns and take any action it deems appropriate in response but is not obligated to remove posts or comments solely on the complaint if the content is not in violation of this or other library policies.

Library Rights and Responsibilities

The library's social media sites serve as "limited public forums." Loutit District Library is not responsible for enforcing restrictions which a parent or guardian may place on a minor's use of this resource. The library is not responsible for the content on the pages of friends, fans, or followers of the library. The library does not endorse or review content of third-party sites.

Postings, Restrictions, and Responsibilities

There is no expectation of privacy in postings on Loutit District Library's social media sites. By using these sites, users consent to the library's right to access, monitor, and read any postings on the sites. Users

ATTACHMENT D – PROPOSED MEDIA RELATIONS POLICY

Page 3 of 3

of all ages have a responsibility to protect their privacy and should not post personally identifying information such as: last name, school, age, phone number or address. By posting on the library's social media sites, users give the library permission to use a user's name, profile picture and the content of any posting made without compensation or liability on the part of the library.

Official Library Posts

Only library staff authorized by the Executive Director to post to LDL's social media platforms will create content. These designated employees will use Library's Media Relations Policy PURPOSE as a guide when making content decisions. Staff members are subject to and must comply with the Media Relations Policy and all other Loutit District Library's Policies. If there is any confusion about the content's appropriateness, the Executive Director must first review and approve it before it's posted.

Library employees who post content to or are responsible for managing library social media shall post in a professional manner including, but not limited to, checking facts, citing sources, avoiding copyright infringement, and correcting errors before posting or as soon as noticed. As with any other content provided by the library, information that is shared by library staff on library social media should be selected with the intention of sharing library information, meeting the diverse interests and needs of the community, and engaging the users. The decision to share or post a particular item does not necessarily imply the library's or the Board of Library Trustees' expressed or implied approval or endorsement of its contents. Community members who are concerned about a library social media post may contact the Executive Director.

The library reserves the right to like, follow, and share content from other social media. In general, shared content will be from governmental bodies, educational or research institutions, publishers, authors, literary figures, or other individuals that promote topics such as local interests, education, books, reading, literacy, or content that otherwise aligns with the library's mission and goals. Shared content or sites must not be biased in nature (political, religious, etc.), but for the purpose of community engagement.

Library staff are available to respond to comments and questions during library open hours but cannot assure a timely response to questions and concerns via social media. The best way to contact the library for a time-sensitive need is by phone or email.

Library Use of Photography on Social Media

Patrons who attend Loutit District Library events may be digitally recorded through photographs or video to promote the value of library products and services. These images may be posted on the library's website or social media pages or in our newsletter. If the library wishes to use a patron's name along with the image, Library staff will obtain permission prior to publishing the image. Patrons are required to notify staff when pictures/video are being taken if they do not wish their image or their child's image to be published. News media may also attend programs at the library and are responsible for obtaining their own permission from patrons when taking photographs or video.

Limits of Library Responsibility

Social media sites or account providers may have their own policies covering terms of service, privacy, and user behavior, which users may be additionally subject to when using library accounts on these sites. The library is not responsible for the independent actions of any social media site or account provider to restrict or ban a user, restrict, or remove content, or otherwise manage the site in accordance with its own internal policies.

Adopted: March 22, 2005 as *Public Relations Policy*

Revised: April 13, 2010

December 4, 2018

December 7, 2021

ATTACHMENT E – PROPOSED INTERNET USE POLICY Page 1 of 2

LOUTIT DISTRICT LIBRARY INTERNET POLICY-DRAFT

Loutit District Library is pleased to offer internet access via wireless and library computers. Two hours are allotted for library computer use when others are waiting. Specific computers are limited to card catalog use only and are clearly marked as such.

It must be understood that not all sources on the internet provide information that is accurate, complete, current, or legal. The internet may contain material of a controversial nature. The Loutit District Library is unable to monitor or control the content of materials on the internet and does not guarantee the accuracy or currency of information obtained through the internet. Neither the Loutit District Library nor its officers, trustees, or employees shall be liable for any damages (direct or consequential) for any information obtained or personal information disclosed on the internet.

Library staff cannot provide in-depth computer training or support. If assistance is needed, the Reference staff will assist in finding educational library materials, web resources, or classes that are available.

Library patrons must use the computers and equipment in a manner that does not damage the equipment. No files may be downloaded onto the computer's hard drive, including the installation of software. Reconfiguration of software installed on the library computers is prohibited.

In order to comply with the Children's Internet Protection Act ("CIPA") and Michigan Public Act. No. 212 of 2000 ("Act 212"), all library computers with internet access are filtered to protect against visual depictions that are obscene, child pornography, or harmful to minors. While the use of filters is generally effective, the filters do not guarantee that all offensive material will be blocked. Parents or legal guardians remain responsible for their children's use of the internet.

Internet access is filtered and filtering cannot be disabled. Patrons using their own devices for wireless access are subject to and must comply with all requirements of this policy.

The Library's wireless Internet access service does not provide a secure connection. Patrons use the Library's wireless Internet access at their own risk. The Library encourages patrons to use virus protection, a personal firewall, and other measures to protect personal information from disclosure. Patrons using their portable computing devices are solely responsible for protecting their personal information and assume all risks of an invasion of privacy or disclosure of personal information that may occur in using the Library's wireless Internet access service.

Loutit District Library is not responsible for any loss of information or damage that may occur, either directly or indirectly, to any personal equipment or data, or for any damage or injury that arises from use of the Library's wireless Internet access service.

In addition to any other provisions of this policy, patrons shall not access visual depictions that are obscene or child pornography as defined by federal law and shall not access or view obscene matter as defined in Act 212. Minors (under 18 years of age) shall use only those library computers designated and posted for use by minors. Patrons who are minors for purposes of federal law (under 17 years of age) shall not access visual depictions that are harmful to minors as defined by federal law and patrons who are minors under state law (under 18 years of age) shall not access or view sexually explicit matter that is harmful to minors as defined in Act 212. Parents or legal guardians remain responsible for their children's use of the internet.

ATTACHMENT E – PROPOSED INTERNET USE POLICY

Page 2 of 2

The library will not disclose, use, or disseminate personal identification information regarding patrons as provided under the Michigan Library Privacy Act (MCL 397.601 et seq.), federal law, or other applicable law.

In addition to any other provisions of this policy, the library's computers and internet access shall not be used by any patron for any purpose that violates federal or state laws (including, but not limited to, copyright and license laws and "hacking" or other unlawful access), the harassment of others, or for the sending, receiving, or displaying of any material that is fraudulent or defamatory. Any illegal acts involving the library's internet access will result in the Grand Haven Department of Public Safety being contacted and may be subject to prosecution by local, state, or federal authorities.

The library reserves the right to end an internet session at any time. The library reserves the right to suspend or restrict access to or use of the internet or other library privileges by patrons who violate this policy. Patrons who commit succeeding violations may be subject to increased suspensions or restrictions on access to or use of the internet or other library privileges pursuant to the library's policies and procedures.

All library patrons have the right to appeal an internet violation decision to the Director within three (3) days after receiving notification of the violation. Appeals of internet violations decisions must be presented in writing and must include the patron name, date and time of violation, the violation type and the patron's reason for challenge to the internet violation decision.

The Director will review the appeal with the computer lab staff concerning the incidents leading to the violation decision. The Director will respond in writing within three (3) days to the patron regarding the appeal.

A patron whose internet access privileges have been suspended by the Director, and whose appeal has been denied, can appeal in writing to the Library Board within three (3) days of receiving notification of the denied appeal. The Board will render a decision at the next scheduled board meeting.

Originally adopted: June 22, 2004
Revised: May 7, 2013
Revised: July 10, 2018