



Royal Oak

Agenda

Royal Oak Public Library Board of Trustees Subcommittee Meeting

Tuesday, May 28, 2024, 6:45 p.m.

Royal Oak Public Library Friends Auditorium
222 East Eleven Mile Road
Royal Oak, MI 48067

Subcommittee: Library Policy Committee

Anyone planning to attend the meeting who has need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at 248-246-3050 at least two (2) business days prior to the meeting.

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3.40 – Unattended Children

Caregivers (parents, guardians, or assigned caregivers) are responsible for the welfare and the behavior of children using the library. Though staff will always respond with care and concern, the library is not responsible for the safety, comfort, and behavior of unattended children. The library does not have the right to act in loco parentis (in place of the parent). “Caregiver” is defined as a person aged 13 years or older.

- I. Guidelines for Supervision
 - a. No child under the age of 11 shall be left unattended without the supervision of their caregivers.
 - i. Children under age 6 must be accompanied and supervised by their caregiver.
 - ii. Children between the ages of 6 and 8 must have a caregiver on the same level of the library.
 - iii. Children between the ages of 9 and 10 years must have a caregiver in the library building.
 - iv. Children aged 11 and 12 years do not need a caregiver in the building, but cannot act as a caregiver.
- II. Programs: Scheduled library programs will specify when an adult must accompany a child to a program. Caregivers under the age of 18 are not considered adults and cannot accompany the child in lieu of an adult.
 - a. If the adult is not required to remain with the child in the program, the above stated Guidelines for Supervision apply.
- III. When a child is discovered to be unattended, library staff on duty are instructed to:
 - a. Attempt to locate the caregiver in the library and explain the Unattended Children Policy.
 - b. Attempt to contact a caregiver to retrieve the child if they are not on-site.
 - c. Call the Royal Oak Police to take charge of the child if a caregiver cannot be located within 30 minutes.
 - d. Assist any unattended child in contacting their caregivers at least 15 minutes before closing time.
 - e. Notify Royal Oak Police if a child is unattended at closing. Two library employees must remain until the police have retrieved the child.
 - f. Document the above with an Incident Report.
- IV. Library staff cannot transport or otherwise accompany any unattended child outside of the building.
- V. Library Violations and Appeal: Repeated violations of the Policy may result in the suspension of library privileges. The provisions of Policy 3.70 Library Violations and Appeal will apply.

Adopted 10/24/06. Reaffirmed 05/27/08; reaffirmed 05/24/11; revised 05/27/24; revised 05/24/16; revised 05/28/24.

4.10 Materials Selection

I. **Introduction:** The Royal Oak Public Library, as stewards of taxpayer funds, selects and purchases collections to meet the educational and leisure needs of the community. The resources of Royal Oak Public Library include but are not limited to money, space and personnel. These resources are finite.

A decision to select a particular title or type of material may exclude some other title or material. The policy set forth below is designed to provide direction to professional librarians who have earned a Master of Library and Information Science degree from an American Library Association (ALA) accredited university and who are charged with material selection duties. The Trustees of the Royal Oak Public Library understand that the guidance and information adopted herein are in many instances general in nature and therefore not designed to replace, but rather supplement, good judgment.

II. **Definitions:** The term “library materials” means books, magazines, DVDs, CDs, programs, items in the Library of Things, or other synonyms as they may occur in the Policy having the widest possible meaning. This statement of policy applies to all library materials in the collection, including adult, teen and juvenile. However, this policy and the term “library materials” does not apply to internet sites available through the Library's computers or internet collection. The Library has no control over the content of the internet. Please see Policy 5.40 Internet Use for any issues related to computer or internet use.

The term “selection” refers to the decision to add, retain or withdraw material in the collection. It does not refer to reader guidance or to how the Library materials are displayed within the Library.

III. **Goal and Objectives of Selection:** The materials selection goal of the Royal Oak Public Library is to select, organize, preserve, and make freely and easily available resources which will aid in the pursuit of education, enlightenment, information, and recreation. Objectives of selection include:

- a. To meet informational needs through maintenance of a well-balanced and broad collection of materials for knowledge, reference, and research;
- b. To encourage life-long intellectual and cultural growth;
- c. To support the democratic process by providing materials for the education and enlightenment of the community;
- d. To provide a diverse and inclusive collection which contains content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences;
- e. To maintain a local history collection, with materials of significance to the City of Royal Oak and Oakland County, Michigan.

IV. **Responsibility for Selection:** Library materials selection is vested in the Director of the Library, with the assistance of members of the professional staff of librarians who select resources in accordance

with this Materials Selection Policy. Both the public and staff members may recommend materials for consideration, but suggested materials cannot be more than two years old. The ultimate responsibility for selection, however, rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director shall be responsible for ensuring that the funds budgeted for collection development are allocated appropriately, depending upon the needs of the Library and the fulfillment of the above Goal and Objectives of Material Selection. The Director is also ultimately responsible for decisions regarding in what collection or location library materials will be located.

V. General Principles:

- a. The library is a forum for ideas and information. The primary goal of selection shall be to collect materials of contemporary significance and/or of enduring value which will enrich the collections and maintain an overall balance, representing varied points of view with respect to a given subject. In addition, the library, recognizing that demand is a valid and important factor in selection, shall make available some materials which may be in widespread and persistent demand, such as books on various bestseller lists.
- b. The policy of this library shall be to select materials in accordance with the above stated Goal and Objectives for all people of the community. Materials shall not be excluded because of the origin, background, or the personal views of the author. Basic to this policy is the Library Bill of Rights of the American Library Association, to which this library subscribes.
- c. Selection is not made based on anticipated approval or disapproval by patrons or library users, but solely on the merits of a work, without regard to the race, nationality, political or religious views, or sexual orientation or gender identity of the writer.
- d. Responsibility for the reading material of children rests with their parents or legal guardians. Selection shall not be inhibited solely by the possibility that books may inadvertently come into the possession of children.
The library respects each individual parent's or guardian's right to supervise their children's choice of reading materials. However, the library does not have the right to act in loco parentis (in place of the parent). Therefore, a parent or guardian who chooses to restrict the materials their children select must accompany those children when they use the collection to impose those restrictions.
- e. Further, library materials will not be marked or identified to show approval or disapproval of contents, and no catalogued book or other item will be sequestered, except for the express purpose of protecting it from injury or theft. The use of rare and scholarly items of great value may be controlled to the extent required to preserve them from harm, but no further.
- f. It is the responsibility of the library to provide circulating, reference, and research materials for the public based on the services it is expected to perform.

VI. Principles for Selection: The following principles, individually or collectively, will prevail in the selection of all library materials. The total collection will attempt to represent opposing points of view. Certain exceptions to these guidelines are likely to occur. Some titles, which might otherwise

be objectionable, are primary sources or documents in the study of historical or contemporary political movements and organizations and may be made available.

- a. Contemporary significance or permanent value.
- b. Accuracy.
- c. Lack of bias, factual.
- d. Diversity of viewpoint.
- e. Portrays issues sensitively.
- f. Authority of author.
- g. Relation of work to existing collection.
- h. Price, format, and ease of use.
- i. Scarcity of information in subject area.
- j. Available shelf or storage space.
- k. Availability of material through inter-library loan.
- l. Popular demand: The Library will make an effort to have materials available which are in high demand by the public; however, selections by popular demand will still be guided by consideration of merit, use and the specific principles for selection.
- m. Duplication of materials already in the collection; i.e., purchase of additional copies of materials, shall be governed by intrinsic or historical value, or immediate need.
- n. Collection objectives.
- o. Community relevance.
- p. Audience for material.

VII. **Gifts:** The library welcomes gifts of books and other materials but reserves the right to evaluate, accept and/or reject, and dispose of them in accordance with the selection criteria applied to purchased materials. No conditions may be imposed by the donor relating to gifts, books and related materials made to the library. In accepting any gift, due consideration must be given to the resources necessary to receive, maintain and make such gifts available to the public.

When the library receives a cash gift for the purchase of library materials, the selection will be made by librarians in consultation with the donor and consistent with this Policy.

Gifts other than books and related materials shall be governed by Royal Oak Public Library Policy 2.10 Monetary and Other Non-Book Gifts.

VIII. **Maintenance of Collection:** The same criteria will be used when removing materials from the collection as are used in their acquisition. In order to maintain an updated, contemporary collection, materials which are no longer useful or which are not in a condition suitable for circulation will be removed from the collection. Such materials may be given to other libraries, sold for the benefit of the library, or discarded. Materials disposed of by sale must be pursuant to a public sale. The library is prohibited from selling to individuals by private sale.

IX. **Challenges to Materials:** No material shall be removed from the library's collection until all steps in the following process have been completed:

- a. Patrons ("Requester") who object to library materials will be sent to the Director.
- b. The Director will discuss the library materials in question with the Requester, attempting to resolve the concern to both the Requester's and library's satisfaction.
- c. If the Requester wishes to carry the request further, the Director will provide the Requester with a copy of the Materials Selection Policy, including the Request for Reconsideration of Library Materials form.
- d. Once a completed, signed copy of the Request for Reconsideration form is received, the Library Director shall decide the Request for Reconsideration, taking into consideration the Library's Materials Selection Policy and any other relevant information to reach a decision. The Director may consult with any other staff or consultants when making this decision.
- e. The Library Director shall send the decision in writing to the complainant within seventy-five (75) days of the receipt of the completed Request for Reconsideration form. If the decision is that the questioned material should be removed from the collection, the Requester will be notified in writing by the Library Director and all copies of the item will be withdrawn. If the decision is that the questioned material is to be retained, the Requester will be notified in writing by the Library Director that the material will be retained.
- f. A written appeal of the Library Director's decision may be made by the Requester to the President of the Library Board within ten (10) business days after the written decision is made by the Library Director. The Library Board will review any documentation it deems necessary to decide within sixty (60) days of receipt of the appeal.
- g. The Library Board serves as the final authority in cases involving retention or withdrawal of Library materials.

X. **Revision of this Policy:** This Policy shall be reviewed and revised to be consistent with the objectives of the Library

American Library Association 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.

- I. 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.
- II. 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.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. 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.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019. Inclusion of "age" reaffirmed January 23, 1996.

Adopted: 01/27/98; rev. 02/27/01; rev. 07/27/04; reviewed 06/25/06; revised 09/26/06; revised 07/24/07; rev. 09/23/08; reviewed 07/27/10; reaffirmed 7/26/11; reaffirmed 06/24/14, revised 07/26/16; revised 01/26/21; revised 06/28/22; revised 05/28/24.

Request for Reconsideration of Library Materials Form

Request for Reconsideration of Library Materials

If a patron objects to the presence of material on the library's shelves or in a library program, they may request reconsideration of an item by filling out this form after meeting with the Library Director. The procedure for reconsideration is outlined in Policy 4.10 Materials Selection, which will be provided to the requestor.

Resource on which you are commenting:

Book (e-book) Movie Magazine Audio Recording Digital Resource Game Newspaper

Other: _____

Title: _____

Author/Producer: _____

Request Initiated by: _____ Date: _____

Telephone: _____ Email: _____

Address: _____

Did you read/view/listen to the entire work? Yes No

What concerns you about this material? (Please be specific – cite pages, audio clips, etc.)

Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

What action are you requesting the Director consider?

6.10 Public Relations, Media, and Photography Policy

With the following Public Relations/Media/Photography Policy (“Policy”), Royal Oak Public Library (“Library”) intends to ensure that the public receives consistent and accurate information about Library policies, procedures, programs, and services and to protect the privacy of all users of Library services and facilities.

I. Points of Contact: The Library Director is the designated point of contact and the official spokesperson for the Library. Employees and individual members of the Royal Oak Public Library Board (“Library Board”) should (1) refer all requests for information about the Library, its policies and operations to the Library Director; and (2) may not speak or represent they are speaking (either verbally or in writing) on behalf of the Library unless otherwise authorized.

II. Press Releases, Promotional Materials and Media Appearances: The Library Director approves all press releases or statements to the press and all promotional materials prior to being issued from the Library. All requests for interviews by the media should be directed to the Library Director and the Library Director shall have the authority to determine if an interview is conducted.

III. Crisis Management: If there is a crisis or incident in the Library that requires police or emergency services intervention, the Library Director or the Person-in-Charge (PIC) of the Library at the time of the incident shall call 911, if possible. Depending upon the situation and acting in compliance with the Open Meetings Act, the Library Board of Trustees shall be contacted if necessary and as timely as the situation will allow. If an emergency Library Board meeting is required, the Library shall convene such a meeting in compliance with the Open Meetings Act.

IV. Photography

a. Photography -- Other than Library Staff, Employees, Board Members or Agents.

i. **Casual Photography:** The Library will not regulate visitors and patrons who engage in casual filming and photography while present in public areas of the Library building and grounds, subject to the provisions of this policy.

For purposes of the photography policy, “public areas” are defined as areas available to the public where individuals do not have a reasonable expectation of privacy from being viewed by other patrons. These areas can include, but may not be limited to, lobbies, vestibules, or meeting rooms. Areas in the library where there is a reasonable expectation of privacy for individuals include restrooms, private offices, staff areas not in view of the public, study rooms, stacks, exhibition areas, or other areas and/or event areas where photography is prohibited by signage. For all other areas, other than “public areas,” the person must obtain permission from the Library Director or designee to photograph or video.

Only handheld cameras may be used. Because of safety, liability and other concerns, the use of additional equipment, such as tripods or lighting, is not permitted.

ii. **Commercial Photography:** The Library permits commercial photography on or in its buildings and grounds if a written request is submitted and approved by the Library’s Director or designee. Commercial use includes taking portraits, filming, movie-making, and similar activities for profit.

iii. **Liability:** Persons involved in taking photographs or videos of any kind are solely liable for any damages, lawsuits, or other claims that result from their activities on Library property. They also have sole responsibility for obtaining all necessary releases and permissions required by law from persons who can be identified in any photograph or video or for copyrighted materials. The Library has no responsibility to obtain these releases or permissions. Persons involved in taking photographs and videos are also solely responsible for any copyright, intellectual property, criminal, or other violations of law.

iv. **No Endorsement:** The Library does not endorse any content of photographs or videos taken in the Library or on Library property.

v. **Violations and Appeal:** Library staff members shall enforce any violations of Library policy, including Policy 3.30 Patron Behavior. Library staff members will intervene if filming or photography appears to potentially compromise public safety or security. This policy does not give photographers the right to violate Library policy, including the harassment provisions contained more fully in the Patron Behavior Policy.

If a person has violated Library policy or has been denied the right to take pictures, videos or capture images, Policy 3.70 Library Violations and Appeal applies. This provision does not apply to any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

b. **Photography – By Library Staff, Employees, Board Members or Agents:** If Library employees or personnel take videos or obtain images and such videos or images contain pictures or videos of visitors to or patrons of the Library, Library must obtain prior written permission and release for use of the photo or video by the proposed subject of the photo or video. This includes photos taken and/or used by the Library. Copies of these permission slips and releases are to be provided to the Library. Requests for permission to photograph or video minors under the age of eighteen (18) must be signed by the minor's parent or legal guardian.

V. Open Meetings Act Exception: This Policy does not apply to recording or taking pictures of any meeting that is open to the public pursuant to the Michigan Open Meetings Act.

Adopted by Library Board: 04/22/08; reaffirmed 2/22/11; reaffirmed 4/26/16; reaffirmed 4/25/17; revised 12/14/2021; revised 10/25/22; revised 05/28/24.

6.20 Social Media Policy for the Public

- I. **Purpose.** The purpose of the Social Media Policy is to ensure effective promotion and discussion of the Royal Oak Public Library (“Library”) services, resources, and events, and to ensure a reputation for outstanding community engagement and customer service on social media. The purpose of the social media accounts is to discuss library programs, events, and materials.
- II. **Definition of Social Media.** Social media is defined as electronic communication through which users create online communities to share information, ideas, personal messages, and other content. Social media would include any webpage or app through which the Library has an account and interacts with other users.
- III. **Authority over Social Media Accounts.** The Library Director has the authority to determine whether a particular social media account is used by the Library. This Policy only applies to official Library social media accounts. The social media accounts of individual employees or Board members are not subject to this Policy.
- IV. **Usage Rules.** The Library operates and maintains social media sites as a public service to provide information regarding Library services, programs, materials, events, and activities. Although the Library welcomes the comments, posts, and messages of other social media users that relate to the Library and recognizes and respects differences in opinion, the social media sites are limited public forums and are subject to review by Library staff members. The Library reserves the right to (but is not required to) remove any comment, post, or message that it deems in violation of the Policy. The Rules are as follows:
 - a. **Privacy:** Users should have no expectation of privacy when commenting on Library posts or tagging the Library. Comments and posts may be read by anyone once posted, regardless of one’s friends, followers, or subscribers list. The Library advises users against posting their personal information or contact information on social media sites. Comments and posts may also be subject to disclosure under the Freedom of Information Act.
 - b. **Library’s Rights:** The Library reserves the right to reproduce comments and posts tagging the Library in other public venues (ex: testimonials). Reproductions of this nature may be edited for space or content, but the original intent of the comment or post will be maintained.
 - c. **No Endorsement:** The Library is not responsible for the content of posts made by third parties, including patrons, reviewers, advertisers, and others who may post comments. Public posts by third parties do not reflect the positions of the Library, its employees, or any individual Board member.
 - d. **Unauthorized Content:** To ensure a healthy, safe space to discuss Library services, resources, and events, content containing any of the following may be removed immediately from any Library social media forum:
 - i. Obscene, illegal, sexually harassing, threatening or abusive speech or nudity in profile pictures.

- ii. Any post that affects the safety and security of the Library, its property, patrons and staff, or creates a hostile work environment.
- iii. Private or personal information, including phone numbers and addresses, or requests for personal information.
- iv. Any statement by a user under a false name or any falsification of identity.
- v. Comments, links, or information unrelated to the purpose of the limited public forum.
- vi. Spam or other commercial messages.
- vii. Any postings that would violate the Michigan Campaign Finance Act, the Library Privacy Act or other Michigan or federal laws.
- viii. Solicitation of funds.
- ix. Any comment, post or other content that violates any person's intellectual property rights, including but not limited to violations of the Copyright Act.
- x. Any information deemed harmful to minors in violation of the Michigan Library Privacy Act.
- xi. Any post that violates any Library policy.
- xii. Any images, links, or other content that falls into the above categories.
- xiii. Any post that requires immediate action because the Library does not monitor its social media 24 hours a day.
- xiv. Any document, information, or image that would be considered a Library record that is posted without permission of the patron or person identified in that record. For example, no picture of a Library program shall be posted without permission of every person in that picture.

e. Third Party Usage Rules: In addition, users are expected to abide by the terms and conditions set by third party social media platforms as well as follow appropriate federal and state law.

V. **Violations and Appeals.** The Library reserves the right to ban or block users who have posted in violation of this Policy or to delete posts or comments. To the extent the Library has sufficient contact information, the Library will message users who have been blocked or whose content is deleted to explain the issue and notify the person of the action. Any person who has been blocked or whose post or comment has been deleted has the right to appeal that decision to the Library Board. The appeal should be sent to the Library Director within 10 business days of the (1) decision to block or ban, or (2) deletion of the post or comment, whichever is applicable. The Library Board shall decide the appeal.

VI. **General Complaints.** The Library asks that individual user complaints be sent directly to the Director or their designee so that they can be addressed efficiently. Social media is not the mechanism used by the Library to document or address Library user problems and concerns, or influence Library policy, procedures, or programs.

Adopted: 07/28/15; reaffirmed 10/25/22; revised 05/28/24.

6.21 - Social Media Policy for Library Board Trustees, Employees, and Volunteers

- I. Use of Library Accounts:** Only library personnel designated by the library administration are entitled to post to library social media accounts. Library personnel who use the library's social media accounts are bound to observe the following guidelines:
 - a. Library personnel who use the library's social media accounts must follow the Library's Social Media Policy, Patron Behavior Policy, Public Relations Policy, and all other applicable policies.
 - b. Library personnel cannot use the library's social media account to advocate for or against any issue, position, or cause, especially but not limited to those of a political or religious nature.
 - c. Library personnel without access to the library's social media accounts, but who are interested in adding content to them, are encouraged to submit their suggestions to the Library Director or their designee.
- II. Use of Personal Social Media Accounts:** When using a personal social media account, library personnel, Library Board Trustees, and volunteers are bound by the following guidelines:
 - a. You cannot speak on behalf of or represent the library in any way.
 - b. You cannot disclose patron information that would violate Michigan's Library Privacy Act, as amended, MCL 397.601, et seq. or any other law.
 - c. You cannot use the library's logo or other trademarked or copyrighted material.
 - d. You cannot take pictures of patrons while working or volunteering without consent of said patrons. This does not include photographing/videotaping library events in your capacity as an employee.
- III. Penalties:**
 - a. Library personnel found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment, and if applicable, may be subject to prosecution under federal or state laws.
 - b. Volunteers will no longer have the ability to volunteer for the library in any capacity.

Adopted: 07/28/15; reaffirmed 10/25/22; separated into a new policy from Policy 6.20 Social Media 05/28/24.