

Bath Township Public Library Board of Trustees

Sue Garrity, President
Ryan Fewins-Bliss, Treasurer
Lynn Bergen

Theresa Kidd, Vice President
Shannon Vlastic, Secretary
Ken Jensen

AGENDA, JANUARY 16, 2018 – 6 P.M.

1. Call to Order
2. Civic Reflection
3. Approval of the Agenda
4. Public Comment – limited to 3 minutes, on agenda items only.
5. Disclosure of Conflicts of Interest
6. Review and Approval of Minutes
7. Financial Report - Treasurer
8. Unfinished Business
 - a. Items for Discussion (no vote)
 - i. Negotiations with Bath Township for Transition – Ryan, with any updates.
 1. Renegotiation of lease – Sue calling Monday, as no response to mailing.
 - ii. Acquisition of library law attorney for ongoing consultation, and most immediately a review of our bylaws – Anne Seuryncck waiting on resolution of penal fine issue to avoid conflict of interest.
 - iii. Update on DeWitt transition agreement, waiting for Memo of Understanding from Jennifer Balcom.
 - iv. New Kyocera MFP installed at library – should we change patron charges for copying? Currently 10 cents for B&W, 50 cents for color.
 - v. Updates from committee to review Integrated Library Systems – with deadline set for DeWitt services we need to make a selection soon.
 - vi. Cost for Overdrive, and other items associated with Woodlands Cooperative – waiting for reply.
 - b. Items for Action (need a vote)
 - i. Engage with ASK Total Care Contract (attachment)
 - ii. Engage with Brian Mortimore/Kent District Library for recruiting services (attachment)
9. New Business
 - a. Items for Discussion
 - i. Additional hours as-needed for staff (training, conversion-related)
 - ii. Library Security – Cameras, mirrors, etc.
 - iii. Days of Operation for 2018 (attachment)
 - iv. Weather Closure Policy
 - v. Beginning List of Common Policies (attachment – DeWitt policies)
 - b. Items for Action
 - i. Days of Operation for 2018
 - ii. Weather Closure Policy
10. Librarian's Report
11. Public Comment – Limited to 3 minutes

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12. Board Member Comments

13. Adjournment

DRAFT

Minutes 01/02/2018

Board Attendance: Sue Garrity, Lynn Bergen, Theresa Kidd, Ken Jensen, Shannon Vlastic, Ryan Fewins-Bliss

Public: Derek Barth & Alex Suarez, library staff

Meeting called to order at 6:05pm by Sue.

Moment of civic reflection.

Lynn moves to approve tentative agenda, Shannon 2nd, all in favor.

Public Comment: none.

Disclosure of conflicts of Interest: none.

Lynn moves to accept last weeks minutes, Theresa 2nd, all in favor.

Presentation by Kate Pohjola Andrade from Woodlands Cooperative.

DISCUSSION:

Tonights Township board meeting lasted 25 minutes, transition proposal approved as drafted without contest.

Regarding lease: letters written from board and from Dan Wietecha to Daryl Kesler. No response received so far.

Woodlands Cooperative: BTPL can not apply for State Aid until October. Because Woodlands Co-op bills through state aid, can we still enroll with Woodlands prior to that? At what cost? Put on agenda for January 16th.

Acquisition of attorney: no response yet from Anne Seuryck.

ASK/ Jeff Shannon: phone call. Total Service including Mon-Fri help desk, \$850/month. Will stop in and check on current systems with Alex and Sue, potentially prior to next meeting. More info to follow. Put on agenda for 1/16.

ILS's: Ken contacting one new vendor as well as three he has been in contact with regarding time frame from purchase to setup as well as how system works with our catalog. Theresa doing some tours with local libraries.

Reminder: Dewitt Library Board meeting, 5pm on 1/11/2018 in annex behind building. Sue attending.

ACTION:

Shannon moves to empower Sue to negotiate price with KDL consulting for all aspects of hiring a new director up to actual interview, including recruiting, references, and narrowing of applicant pool including first level phone interviews. Lynn 2nd, all in favor.

NEW BUSINESS:

Overdrive: need more info about fees. Put on agenda for 1/16.

Keep on agenda for future meetings:

-ID of vendors for other services

-lists of policies

HC Berger copier: will lease, will not use coin op option as library can charge for copies on own. Will wait for funding from township to come in before we sign lease.

No treasurer's report as there is no funding yet from township. FINANCIAL REPORT ON NEXT AGENDA.

Days of operation: Shannon moves to close on MLK Day and to continue with township policy regarding holiday employee pay until we develop our own policy. Ryan 2nd, all in favor.

Consent agenda? Not needed at this time as there are not large amounts of consent business to attend to like there is at the township. Keep in mind for future if needed.

Michigan Municipal League: \$175 to join pool. Insurance \$2,253/ year. Workers Comp \$208/ year.

Note: library is covered for events serving alcohol as long as no fees are charged for participation (ex: book and brew night.)

Currently the library is double insured, as we are covered on our own policy and continuing to pay Bath Townships policy until it runs out.

Lynn moves to retro-approve insurance policies as presented, Theresa 2nd, all in favor.

Librarian report: numbers up from last December.

PUBLIC COMMENT: none.

BOARD COMMENT:

Lynn: need to look into cameras, security system, cost- add to next agenda.

Shannon: salt and shovel needed as parking lot gets very icy.

Ryan: received email from Dan Wietecha. Steve will call him tomorrow regarding check for funding.

Ryan moves to adjourn, Lynn 2nd, all support.

Meeting adjourned at 8:19pm.



QUOTE

3125 Sovereign Drive, Suite 9B, Lansing, MI 48911

t. 517-676-6633 f. 517-676-6730

Number: ASK Q5763
Date: Jan 2, 2018
Expires: Feb 1, 2018

Sold To

Bath Township Library Center
Sue Garrity
14033 Webster Rd
Bath Township, MI 48808
United States

Phone (517) 641-7111

Ship To

Bath Township Library Center
Sue Garrity
14033 Webster Rd
Bath Township, MI 48808
United States

Phone (517) 641-7111

Your Account Manager

Jeff Shannon
Director of Solutions
517-999-0223
js Shannon@justask.net

Here is the quote you requested.

Terms	Ship Via
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30 Days

Qty	Description	Unit Price	Ext. Price
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ASK Proactive Care Services

1	<p>ASK Total Care Unlimited +24/7 Monitoring of internet connection +Unlimited helpdesk M-F 8-5pm +Direct Dial Number for Help Desk +Webroot Enterprise Licenses Included (Anti-Virus Software) +LogMeIn Professional (remote access to workstations) +Malware Bytes Commercial Licenses Included (Malware protection software) +Microsoft Security Patching Weekly +Temp File Deletion +Web Security (Open DNS) +Quarterly Virtual CIO and Vendor Management +Reduced Rate Project Services, \$95/hr. M-F 8am - 5pm +90 Day Cancellation of Services Policy</p>	\$850.00	\$850.00
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Covered Sites and Equipment:
1 Customer Site, 1 server, 11 Workstations, 1 Internet Connection and Networking Equipment at 1 location

1	<p>ASK Professional Services + Complete Network Documentation + Roll-out of ASK Agents + Configuration of Security Software Solutions</p>	\$850.00	\$850.00
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*Quote notes:
Deep freeze installed and maintained on 8 "Lab" PC's for patron use
The minecraft server will be treated as a workstation, not monitored 24/7 but will be covered under ASK Proactive care*

PRICES SUBJECT TO CHANGE WITHOUT NOTICE - PRICES BASED UPON ACCEPTANCE OF ALL QUOTED ITEMS OR A SINGLE OPTION - ANY TRAINING OR CONSULTING SERVICES NOT QUOTED WILL BE BILLED AT PUBLISHED BOOK RATES FOR EACH ACTIVITY INVOLVED - WE SPECIFICALLY DISCLAIM ANY AND ALL IMPLIED WARRANTIES. ASK SHALL NOT BE HELD LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR DAMAGES RELATED TO THIS AGREEMENT. RETURNS ARE AVAILABLE WITH VALID RMA NUMBER FOR 15 DAYS AND WILL HAVE A MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING. QUOTED PRICES DO NOT INCLUDE TRAVEL, MILEAGE OR LIVING EXPENSES UNLESS OTHERWISE INDICATED.

Qty	Description	Unit Price	Ext. Price
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Please contact me if I can be of further assistance.

SubTotal	\$850.00
Tax	\$0.00
Shipping	\$0.00
Total	\$850.00

To accept this quote please sign and date below. Please include a PO Number if applicable.
 You may then fax to 517-676-6730 or scan and email to sales@justask.net.

If this quote was accepted online, you do not need to fax or email.

ASK Quote Number: ASKQ5763

Signature: _____ Date: _____ PO: _____

PRICES SUBJECT TO CHANGE WITHOUT NOTICE - PRICES BASED UPON ACCEPTANCE OF ALL QUOTED ITEMS OR A SINGLE OPTION - ANY TRAINING OR CONSULTING SERVICES NOT QUOTED WILL BE BILLED AT PUBLISHED BOOK RATES FOR EACH ACTIVITY INVOLVED - WE SPECIFICALLY DISCLAIM ANY AND ALL IMPLIED WARRANTIES. ASK SHALL NOT BE HELD LIABLE FOR ANY LOSS OF PROFITS, BUSINESS, GOODWILL, DATA, INTERRUPTION OF BUSINESS, NOR FOR DAMAGES RELATED TO THIS AGREEMENT. RETURNS ARE AVAILABLE WITH VALID RMA NUMBER FOR 15 DAYS AND WILL HAVE A MINIMUM 20% RESTOCKING FEE WITH ORIGINAL PACKAGING. QUOTED PRICES DO NOT INCLUDE TRAVEL, MILEAGE OR LIVING EXPENSES UNLESS OTHERWISE INDICATED.



**Information.
Ideas.
*Excitement!***®

Library Director Search

Bath Twp. Public Library

Presented By:

Brian Mortimore, KDL HR Director (BMortimore@kdl.org)

Lance Werner, KDL Director (LWerner@kdl.org)

Issued On:

January 9, 2018

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This Statement of Work details the type and extent of the services proposed by the Kent District Library (KDL) Consultant(s) to provide for the search and placement of a Library Director at Bath Twp. Public Library.

EXECUTIVE SUMMARY

Sue Garrity requested a proposal for assistance from KDL to facilitate the Director Search process as a key component to the establishment of the Bath Twp. Public Library.

KDL has agreed that Brian L. Mortimore, SPHR, will facilitate the Director search on behalf of Bath Twp. Public Library. Brian has over 20 years of experience directing HR functions and has experience doing the same for three other Michigan libraries, including Lincoln Twp. Public Library, Jackson District Library, and Flat River Public Library.

SCOPE OF WORK

The services delivered under this SOW include the following:

- Develop a job posting which will serve as a key form of communication, describing the community, as well as the expectations of the board and the culture of the library that the board wishes to promote.
- Network and Advertise the position to encourage job applicants. This will involve active recruitment of passive job seekers whereby introductory calls result in scheduled follow-up calls to explore further the candidate's background and how that, coupled with their goals for the future, blend and mesh with the goals of Bath Twp. Public Library.
- Provide applicant portfolios (application, cover-letters, resumes, references) to the designated Personnel Committee of Bath Twp. Public Library.
- Provide sample interview questions for use and consideration by the Bath Twp. Public Library.

PROJECT EXECUTION

The approach KDL recommends for the Director search consists of the following:

- Brian will manage most of the process from KDL in Grand Rapids, working directly with the Board President and any members of the Personnel Committee.

- Interviews/Selection will occur on location at Bath Twp., facilitated by the Bath Twp. Library Board (note, Brian will not be involved in this process). If preferred, KDL will arrange for a meeting room for the Bath Twp. Public Library Board to use for interviews.

Project Conclusion

Once the process has been completed, so too will the project. Should the process not yield a library director for any number of reasons, the process will repeat, at which time both parties will discuss appropriate remuneration given the additional volume of work that is incurred.

No other services will be delivered unless agreed in writing by both parties and attached to this Statement of Work and either party may cancel future work/services at any time if necessary for any reason.

PAYMENT INFORMATION

Bath Twp. Public Library Information	
BILLING INFORMATION	SITE INFORMATION
Company: Bath Twp. Public Library	Company: Bath Twp. Public Library
Address: 1403 Webster Rd. PO Box 368 Bath MI 48808	Address: SAME
Contact: Board President	Contact: SAME
Phone: 231-924-3480	Phone:
Fax:	Fax:
Email:	Email:

Price, Payment & Delivery	
Fee Structure:	This assistance will be performed on a Time and Materials (T&M) basis.
Estimated Project Cost:	KDL estimates these cost to be \$6,000 for recruitment and screening services. KDL will bill for half following acceptance of the agreement.

Payment Terms:

Payment Terms: Net 30.

Travel and Expenses:

N/A no travel anticipated

AUTHORIZATION

Kent District Library:

Bath Twp. Public Library

Signed By

Signed By

Lance Werner

Printed Name

Printed Name

Director

Bath Twp. Public Library Board

Title

Title

Date

Date

Purchase Order No.

N/A
Initial Deposit Amount.

The purchase order listed above is submitted to KDL for the acquisition of the services specified in this document.

Please fax one signed copy of this Signature Page to KDL at 616.647.3828, attention Lance Werner, or send via e-mail to LWerner@kdl.org. KDL will return a signed copy.

SAMPLE JOB DESCRIPTION

The Director serves as the chief executive officer of the library and is responsible for the administration of all library functions within the goals, guidelines, and policies established by the Library Board of Trustees. This responsibility includes the organization and dissemination of information and services through the effective utilization of library resources. The director is also responsible for the facilities, financial management, and personnel of the library, under the governance and oversight of the board.

The Director is expected to provide a leadership role within the library, the community, and the library profession. The Director serves as the official representative of the library.

AREAS OF RESPONSIBILITY:

1. General Administration and Management
 - A. Formulates and recommends policies to the library board
 - B. Implements library policies and procedures
 - C. Submits an annual budget to the library board in a timely way and directs and monitors expenditures
 - D. Provides monthly financial planning data to the library board to assist in establishing long and short-term financial priorities
 - E. Looks for new revenue sources, collaborations with other organizations, and profit-centered approaches to services with the business community
 - F. Orients new trustees and serves as a resource for trustee activities
 - G. Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation
 - H. Directs the maintenance of the library building and grounds and recommends future space needs
 - I. Establishes and maintains a staff manual of library procedures
 - J. Demonstrates leadership within the organization: Takes initiative, solves problems, effects change through the action of others, and encourages the development of other staff through a positive work environment

2. Planning, Organization, and Evaluation
 - A. Plans, organizes, coordinates, and directs a balanced program of library service to meet the immediate and long-range goals of the library and the community
 - B. Identifies the standards of excellence for all operations
 - C. Evaluates the effectiveness of library services in relation to the changing needs of the community
 - D. Provides for critical review of internal library operations such as acquisitions, circulation, etc.
 - E. Analyzes data affecting the library's operation such as legal, physical, and statistical factors
 - F. Investigates new trends and specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the library

3. Personnel Management
 - A. Develops staff job descriptions, recommends and administers personnel policies
 - B. Hires, evaluates, promotes and terminates staff (except when library board consultation is required)
 - C. Defines expectations for staff performance and sets goals for service and programming
 - D. Works to promote high staff morale
 - E. Supervises planning for optimum utilization of personnel
 - F. Provides in-service programs for employee training and development, encouraging staff input
 - G. Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars, and activities
 - H. Ensures that staff performance appraisals are done on a regular schedule
 - I. Acts as a consultant, mediator, and facilitator for staff

4. Community and Professional Development
 - A. Recommends and administers public relations programs
 - B. Represents the library and speaks before community, civic, and other groups regarding the objectives and activities of the library
 - C. Establishes and maintains effective working relationships with other governmental agencies, civic and community groups, and the general public
 - D. Serves as official representative of the library in actions that legally bind or politically influence the library

- E. Serves as a model to staff in the sense of professionalism, demonstrating strong professional ethics and keeping informed through professional literature
 - F. Supports and facilitates the work of the Friends of the Library
 - G. Attends professional and other meetings to maintain contact with other professional and library-related agencies
 - H. Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field
5. Other duties as required

DESIRED QUALIFICATIONS

1. A Master's degree in library science from an ALA accredited school
2. Professional certification in compliance with state law
3. Eight years of library experience preferred with a minimum of 4 years administrative experience
4. Thorough knowledge of the philosophy and techniques of all facets of public library service
5. Ability to think analytically and to develop new services
6. Ability to exercise initiative and independent judgment
7. Considerable knowledge of computers and data communications especially in regards to library applications
8. Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
9. Highly developed verbal and written communication skills, social skills, and adaptability
10. Ability to make administrative decisions, develop policies and supervise staff
11. Effective interpersonal skills consisting of creative and diplomatic management abilities
12. Demonstrated dynamic motivational leadership skills
13. Ability to process information effectively to learn new materials, handle complex concepts, and consider issues macrocosmically
14. Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
15. Visionary regarding library trends, the impact of changing information technology, and the amount of acceptable risk the board is willing to take in implementing new ideas
16. A desire to meet and serve the public

CRITICAL MENTAL REQUIREMENTS

Continuously:

- Is consistently accurate
- Uses good organizational skills at all times
- Maintains absolute confidentiality of library records and administrative matters

Frequently:

- Acts independently and assumes responsibility
- Works effectively with associates, supervisors, and customers
- Is flexible, works well under short time constraints, and meets deadlines
- Makes sound administrative decisions and judiciously interprets and applies policies.
- Interacts positively with co-workers and supervisors, and the public.

CRITICAL PHYSICAL REQUIREMENTS

Continuously: Observing and analyzing

Frequently: Keyboarding or handwriting to complete forms

Occasionally: Walking, sitting

Calendar for Year 2018 (United States)

January

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Jan 1 **New Year's Day**
 Jan 15 **Martin Luther King Jr. Day**
 Feb 14 **Valentine's Day**
 Feb 19 **Presidents' Day**
 Apr 1 **Easter Sunday**

Apr 13 **Thomas Jefferson's Birthday**
 May 13 **Mother's Day**
 May 28 **Memorial Day**
 Jun 17 **Father's Day**
 Jul 4 **Independence Day**

Sep 3 **Labor Day**
 Oct 8 **Columbus Day (Most regions)**
 Oct 31 **Halloween**
 Nov 11 **Veterans Day**
 Nov 12 **Veterans Day observed**

Nov 22 **Thanksgiving Day**
 Dec 24 **Christmas Eve**
 Dec 25 **Christmas Day**
 Dec 31 **New Year's Eve**



search our catalog



13101 Schavey Road, DeWitt MI 48820
517.669.3156 | Fax 517.669.6408

Mon - Thurs: 10 am - 8 pm
Friday: 10 am - 6 pm
Saturday: 10 am - 4 pm
Sunday: 1 pm - 5 pm

Home

About Us

Books &
Research

News &
Events

Kids

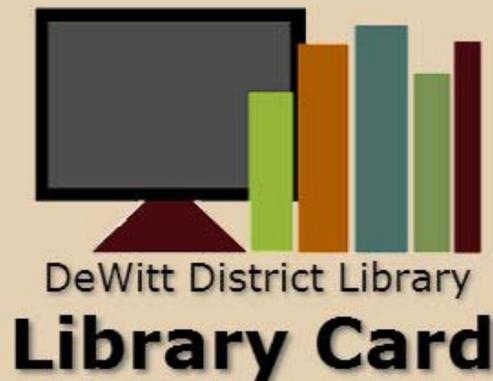
Tweens &
Teens

Catalog

My Account

Getting a Library Card & Other Policies

Patron Behavior Policy
Collection Development
Paying with A Credit Card
Internet & Computer Use
FOIA Request



To apply for a library card, stop by our Service Desk. You'll need to bring valid photo identification (driver's license, passport, state identification) with your current address.

If you've recently moved or your identification does not reflect your current address, please bring an official piece of mail with your name and current address along with your picture identification.

All patrons registering for a library card need to complete a Library Card Application Form. Print and fill out the form prior to arrival if you'd like to save some time. ***Patrons must register for a library card in person.*** See below for more details.



Resident Cards

The DeWitt Public Library will issue a library card to any person who resides, owns property or works in the city/township of DeWitt or in a community with a current service contract with the Library. A library card entitles the holder to borrow any circulating material and in general to enjoy all rights and privileges of membership with the library. There is a limit of one card per person.

When applying for a library card, persons must provide proof of identification and proof of residency. Non-residents who work in the city/township of DeWitt must also provide employment verification, such as employee badge or pay stub. The items listed below are acceptable documents.

Proof of Identification

State issued driver's license or ID

Proof of Residency

Current utility or insurance bill

U.S. Military ID

Current vehicle registration

Passport

Voter Registration Card

Permanent Resident Card (green card)

Bank Statement

Tax Receipt

Lease or Rental Agreement

The first library card will be issued at no cost. Worn or damaged cards will be replaced at no cost when the old card is turned in. Lost cards may be replaced for a \$2.00 fee. All earlier cards are voided upon issuance of a replacement card. All patron account information, including fines, fees, checkouts and holds will be transferred to the new account.

Library cards will expire three (3) years from the date of issuance. Patrons will be required to provide proof of identification and residency to reactivate their account.

Material restrictions. The American Association Bill of Rights Article V states, "A person's right to use a library should not be denied or abridged because of origin, age, background or views." It is therefore the responsibility of the parent or legal guardian to monitor the selection of material by minor children.

Non-resident Cards

The Dewitt District Library offers the opportunity for non-residents to purchase an individual card for \$30. Family membership is also available for \$40. Family membership allows each member at the same address to receive his/her own card.

The first library card will be issued at no cost. Worn or damaged cards will be replaced

at no cost when the old card is turned in. Lost cards may be replaced for a \$2.00 fee. All earlier cards are voided upon issuance of a replacement card. All patron account information, including fines, fees, checkouts and holds will be transferred to the new account.

The non-resident card is valid for one year from the date of purchase. A person who purchases a non-resident library card will be afforded access to all of the privileges of a resident with the exception of those not allowed by contract with a third party vendor.

Minors (under 18)

Both the minor child and the parent/guardian must be present when obtaining a library card.

If the minor resides in the DeWitt District Library service area, the parent or guardian will be required to provide proof of residency as listed above.

(Adopted 11/08/2012 by the DeWitt Public Library Board of Trustees)

Lost Cards

Lost cards may be replaced for a \$2.00 fee. All earlier cards are voided upon issuance of a replacement card. All patron account information, including fines, fees, checkouts and holds will be transferred to the new account.

Accessing Your Account

You may access your library account by using the **My Account** button in the navigation bar at the top of the page. You may use your library account to check on the due dates of your materials or to renew items online

What's my library card number?

Your library card number is the string of numbers located on the back of your library card directly underneath the barcode. For cardholders, your card number is 14 digits long and starts with 24882.



What's my PIN?

Your library PIN is a system generated number used to access your library account online and to place holds on items in the library's catalog. PIN's can only be given out in person. Once you access the system with your PIN, you can change the PIN to your preference.

Lost Cards

Lost cards may be replaced for a \$2.00 fee. All earlier cards are voided upon issuance of a replacement card. All patron account information, including fines, fees, checkouts and holds will be transferred to the new account.

Loan Periods and Daily Fines

<u>Material Type:</u>	<u>Loan Period</u>	<u>Fines</u>
New Materials	10 days	.25 cents/\$10 max*
Lucky Day Materials	7 days	.50 cents/\$10 max*
Videos / DVDs	7 days	.50 cents/\$10 max*
Children's DVDs	3 weeks	.10 cents/\$5 max*
Books on CD & MP3 Audio Books	3 weeks	.10 cents/\$5 max*
Music CDs	7 days	.10 cents/\$5 max*
Children's Music CDs	3 weeks	.10 cents/\$5 max*
Books & Magazines	3 weeks	.10 cents/\$5 max*
MeLCat Items	7 to 21 days	.10 cents/\$5 max*

Account Balances: \$10.00.

Patrons with account balances over \$10.00 will be unable to check-out library materials until their balance is brought below the \$10.00 limit.

*Lost or damaged items are subject to a processing fee of \$3.00 in addition to

replacement cost.

Other Service Fees

<u>Services:</u>	<u>Fees</u>
Printing/Copies B&W	\$.15 cents
Printing/Copies Color	\$.75 cents
Faxing	\$1 per page / \$.50 after 2 pages
Scanning to Email	\$.15
Genealogy Research	\$10
Test Proctering	\$10

Renewals

You may renew your library materials in person, by phone or online. To renew during library hours by phone, call 517.669.3156. You will need to have your library card number in order for us to access your record. In order to renew online you will need your barcode number and your PIN to access your account. An instruction sheet for online access is available at the circulation desk.

To renew your material online, click [here](#) to access your account and select "Renew my materials." Next, type in your library barcode and PIN and click on "List Charged Items." You will see a list of the items checked out to you. Click in the box next to each item you wish to renew. Finally, click

on "Renew Selected Items". If the item has successfully been renewed, you will see the new due date. If the item is not renewable, you will see the statement "Failed to be renewed." Pay careful attention to the message displayed to know if the renewal has been successful. If the items were overdue, fines will be assessed.

Any item that is on hold for another patron is not available for renewal. Items may be renewed a maximum of three times.

Online Catalog and Holds

The library's computerized catalog is organized just like the traditional card catalog. Materials may be looked up by author, title, subject or keyword. The computer can also tell you if the book is checked out and when it is expected back

If the book or material you want is not on the shelf or available at our library, please remember that library staff can make arrangements to obtain it for you. Checked out books may be held for you when returned. Books may also be borrowed from another library through interlibrary loan. Additionally, patrons are encouraged to suggest holds and materials that they feel should be added to our permanent collection.

Holds

To place a reserve online, search the catalog and select the title you would like to reserve. Type in your library barcode and PIN. You will then be given instructions to complete the process. A library staff member will call when the item is available for you. Reserves are held for one week and may be picked up at the circulation desk.

Patrons with fines of \$10 or greater are prevented from checking out library materials.

Claims Returned

Certain that you returned an item but you still see it on your record? Please let us know!

At that point, we initiate a claims returned search. Our staff will search our shelves for a month or more to try to locate the item in question.

In the meantime, we ask that you double-check your home and car to make sure that it didn't slip behind a couch or under a car seat.

Computer Use

The Library offers mobile laptop computers available for checkout from the Service Desk to any library card holder. Those wishing to checkout a laptop will be asked to show valid ID and to sign a User Agreement that will be kept on file. Computer users under the age of 18 are required to have a parent's signature on the User Agreement before being given access to a laptop computer. Computer users who are 10 years old or younger are required to have a parent present in the library to checkout a laptop computer.

The Library also offers one Express Computer for public use. This desktop computer is available on a first-come, first-served basis and allows users access to the internet for up to 15 minutes.

All individuals who wish to use a library computer are required to abide by the following computer use policy:

- The copying of copyright protected material is prohibited
- Patrons may only use library owned software
- The Library Director may at his/her discretion place reasonable limits on computer usage. All computer users must have a current DeWitt District Library card. A valid ID is required to checkout a laptop computer from the service desk. Laptop availability is on a first-come, first-served basis. Laptop users are limited to 60 minutes when others are waiting.
- Printing is available from both the Express Computer and library laptop computers. There is a \$0.15 per page fee for black & white printing and a \$0.75 per page fee for color printing. Patrons are responsible for ALL pages printed. Staff may waive the fee for partial pages.
- Patrons may use their own flash drives to download data. Storing data on the library computer is not allowed. The library also has flash drives available for purchase at the circulation desk.
- Patrons may not use the library computer for illegal, obscene, or commercial purposes.
- Patrons may not engage in inappropriate use of the library computer system. Inappropriate use is defined as "any violation of the intended use of the computer system". This would include: disruption

of information traffic, degrading or disrupting equipment or system performance, gaining or attempting to gain unauthorized access to system files, making unauthorized changes to the computer system, and vandalism. Patrons will be responsible for any costs that result from inappropriate use. Costs will include actual repair or equipment replacement, billings, and any other expense incurred by the library.

- Violation of the computer use policy will result in the patron losing her/her computer privileges. Serious violations may result in criminal and/or civil prosecution.

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