



After scanning copies of past policies, seeking out any digital copies, and scanning past BDL Meeting minutes, we have encountered a number of policies that are no longer applicable that we recommend to be rescinded. Policies recommended to be rescinded are indicated below with title and original passage date in parentheses. Full text of the policies follows this list. Some additional policies require further committee discussion and will be brought to the board with recommendations at a later date.

Personnel

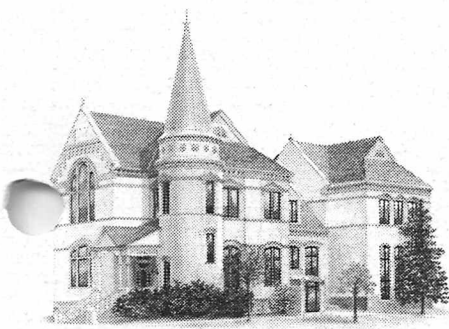
1. Guidelines for Management Personnel Vacation Schedule (2001-03-19)

Finance

1. Fee Policy for Access to Merit (1995-06-19)
2. Policy for Paying for Lost Cards (1998-06-15)
3. Policy on Increase in Fines (1998-06-15)
4. Replacement Fees (1999-12-20)

Patron Services

1. Limit Number of Books Checked Out on Subject (2000-02-21)
2. Michicard Policy (1995-08)
3. Policy for Circulation of Bronson Perkins Braille (1998-07-20)
4. Policy On Circulation of Audiotapes to Branch Libraries (1997-10-20)
5. Policy on Leaving Library Cards at the Library (1998-02-16)
6. Policy on Public Fax (1997-04-21)
7. Policy to End Circulation of Equipment (1995-05-15)



Edwin R. Clarke Building

BRANCH DISTRICT LIBRARY

10 East Chicago Street, Coldwater, Michigan 49036
(517) 278-2341
Fax (517) 279-7134

Algansee
580 S. Ray-Quincy Rd.
Quincy, MI 49082
517-639-4434

Bronson
207 N. Matteson St.
Bronson, MI 49028
517-369-3785

Quincy
11 N. Main St.
Quincy, MI 49082
517-639-4001

Sherwood
118 E. Sherman St.
Sherwood, MI 49089
517-741-7976

Union Twp.
221 N. Broadway St.
Union City, MI 49094
517-741-5061

Proposed Guidelines for Management Personnel Vacation Schedule

0 – 4 years	70 Vacation hours	(2 weeks)
5 – 9 years	105 Vacation hours	(3 weeks)
10 – 14 years	140 Vacation hours	(4 weeks)
15 or more	175 Vacation hours	(5 weeks)

*The Library Board has the discretion to consider professional years of experience in awarding vacation hours to newly hired management personnel. Also, Memos of Understanding will take precedence over the above proposed guideline schedule. Further, effective 3/1/01, Memos of Understanding for all management personnel will be reviewed by the Library Board annually on or before December 1st of each year, with a copy given to the Bookkeeper for implementation.

Dated: 2/21/01
Microsoft: Management Vacation Allocation

Approved by the BDLS Board March 19, 2001

BRANCH DISTRICT LIBRARY SYTEM
FEE POLICY FOR ACCESS TO MERIT

The Branch District Library System Board at its June 19, 1995, Board Meeting, approved the following proposed Internet fees:

\$100/yr. for simple Business Home Page

\$ 50/yr. E-mail /pp account

\$ 10/yr. Michnet Access Account

June 19, 1995

POLICY FOR PAYING FOR LOST CARDS

Effective July 1, 1998, the cost for replacing lost library cards which have not expired is:

\$3.00 for the first replacement card

\$5.00 for the second

\$10.00 for each additional card

Adopted by the
Branch District Library Board
6/15/1998

Reaffirmed February 21, 2000

POLICY ON INCREASE IN FINES

Effective July 1, 1998, the overdue fee for printed materials is \$3.00 per item, after a week's grace period.

Effective July 1, 1998, the overdue fee for Videos is \$3.00 per day with a maximum of \$6.00. There is no grace period for Videos.

Adopted by
Branch District Library Board
June 15, 1998

Reaffirmed February 21, 2000

REPLACEMENT FEES

- ☂ **Books** Price on computer + Processing Fee of \$5.00
- ☂ **Magazines** Price on computer + Processing Fee of \$5.00
- ☂ **Videos** Price on computer + Processing Fee of \$5.00

Processing fees are assessed to compensate the library for the expense involved in ordering replacement materials, processing them and entering them into the computer.

All Audio Cassettes	\$8.00
Bags for Kits or Miscellaneous Parts	\$3.00
*Bar Code Label	\$3.00
Booklets with language tapes	\$3.00
Video and Audio Cases	\$3.00

*(The charge defrays the actual cost of the barcode plus the staff time to assign a new barcode and enter it in to the computer, as well as the time to delete the obsolete barcode.)

Adopted by BDLS Board 12/20/99

LIMIT # OF BOOKS CHECKED OUT ON SUBJECT

It is the policy of the Branch District Library System to limit the number of books that can be taken out on a given subject to (3) three.

A subject area, for the purpose of circulation, is defined as a board area of study on a similar theme, i.e. ANTIQUES, CARS, DINOSAURS.

A subject area is not defined by call number. Fiction is not a subject area.

Adopted by
Branch District Library Board
February 21, 2000

Reaffirmed February 21, 2000

MICHICARD POLICY ON ELIGIBLE CARDHOLDERS

The Library of Michigan has clarified present policy:

All legal residents of areas whose libraries participate in Michicard are entitled to a Michicard.

All non-residents who purchase library cards from participating Michicard libraries may also receive a Michicard but only for a period for which they've paid for a library card.

In Branch County, non-residents pay \$20.00 per year for a library card. When the year is up, their card for Branch District Library as well as their Michicard, is void.

When entering patron expiration dates, we need to be sure to use a one-year expiration and explain it to the patron. Of course, they can pay another \$20.00 at the end of the year and keep their card-holding status.

August, 1995

Reaffirmed February 21, 2000

POLICY FOR
CIRCULATION OF BRONSON'S
PERKINS BRAILLER

The Perkins Braille, located at the Bronson Branch Library, will circulate for two (2) weeks, with a valid library card. There is no fee to check it out.

Adopted by
Branch District Library Board
July 20, 1998

Reaffirmed February 21, 2000

POLICY ON CIRCULATION OF AUDIOTAPES TO BRANCH LIBRARIES

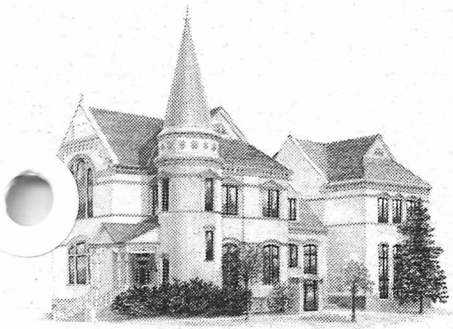
Due to high demand and limited collection of audiotapes at Central five (5) audiotapes at a time may be checked out to branches on individual branch card (ie., Bronson Library; Quincy Library; Sherwood Library; Union Twp. Library), for a special load period of fifty-six (56) days (2 months) at a time.

When patrons check out tapes from each branch on the computer, staff will need to do an automatic discharge. The loan period set on the audiotapes is two (2) weeks with no grace period. We have stickers on them also, requesting that they not be returned in a book drop. The cases can open up and tapes become damaged. Please let Central know with a note if any individual tapes do not play.

All tapes need to be returned from each branch to Central at the end of the two (2) month period before more are taken out. To be consistent, we need to remember to follow the same loan period of overdue policies.

Approved by
Branch District Library Board
October 20, 1997

Reaffirmed February 21, 2000



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POLICY ON LEAVING LIBRARY CARDS AT THE LIBRARY.

Because it is crucial to the efficient check-out of materials on a computerized library system, the Branch District Library requires its borrowers to present their library card at check-out time.

In order to accommodate the handicapped and senior citizens who may have others come to the library to pick up material for them, and for children through the age of twelve (12) who may not carry a purse or billfold, the library will keep their cards on file.

It is important to remember that a person who authorizes his library card to be left at one library will not be able to check out materials at another library in the system.

Procedure:

Please staple the form to the registration card in your file.

If you wish, you can keep cards in registration file or put them in a separate box near your circ desk.

Make certain they know that they won't be able to check out at another library if their card is held at one library.

Please let me know if you have questions or problems.

Adopted by the
Branch District Library Board
February 16, 1998

Reaffirmed February 21, 2000

PROPOSED POLICY ON PUBLIC FAX

As of May 1, 1997, the Branch District Library will no longer provide FAX service to the public. There are a number of retail stores in the area which provide this service and the expenditure of staff time is not justified.

*Approved by Board
on April 21, 1997*

POLICY TO END CIRCULATION OF "EQUIPMENT"

Branch District Library will no longer circulate equipment, art works or Christmas 16mm films.

(With the exception of the Overhead Projector.)

Adopted by the BDLS Board on May 15, 1995

Reaffirmed February 21, 2002