

CLINTON TOWNSHIP PUBLIC LIBRARY PUBLIC POLICY

The Clinton Township Public Library facilities and materials are available to any member of the general public for use during the library's normal operating hours. Materials may be borrowed upon the presentation of a library card issued to the patron by the library.

It is the purpose of the Clinton Township Public Library to make accessible print and non-print materials to all residents of Clinton Township, without regard to race, sex, religion, age, national origin, color, marital status, disability, or political beliefs.

The library will make available a balanced collection in order to provide:

1. Information,
2. a means of continuing education and enrichment of formal education,
3. and support for civic, cultural, and recreational activities.

To this end the library board and personnel will economically select, organize, maintain, and distribute materials and also make use of county, regional, and state sources through library cooperative services to supplement our collection.

The library will promote use of these materials and will provide adequate service, including interpretation and guidance to help patrons find and use the information or material he or she wants. The library will maintain a secure and friendly environment.

GENERAL GUIDELINES

1. To assure good service and to be kept aware of community interests and needs, patrons are invited to direct their suggestions and concerns to the Librarian, a Library Trustee, or the Library Board as a whole. Periodic surveys of patron satisfaction may be used. There may also be a suggestion box in the library, or patrons may make suggestions via the website (<https://www.clintontownshiplibrary.org/>) or social media (<https://www.facebook.com/CTPL.Lenawee/>).
2. In case of medical emergency 911 will be called.
3. Lost and found items are kept in the library for three months. They will then be given to a charitable agency. The library cannot be responsible for lost or stolen items.
4. Patrons in the library will be given first priority; telephone callers will be given help if time is available or may be asked to call back. Library staff will return calls within the same business day.
5. The confidentiality of patrons will be protected. The library endorses the American Library Association's "Library Bill of Rights" and the "The Freedom to Read" statement. Information on the application for a library card may not be released.
6. Library spaces, programs and events, and materials should accommodate the needs of all users to the degree possible given budgetary, staffing, and other

limitations. The library endorses the American Library Association's "Equity, Diversity, Inclusion: An Interpretation of the Library Bill of Rights."

7. Volunteers in the library may be asked to do a variety of tasks. They will not be permitted access to patron records.
8. Public service announcements and non-profit organizations notices or posters may be placed on the lobby bulletin board.
9. There will be no advertising, soliciting, or campaigning in the library except fund raising by the Friends of the Clinton Township Public Library.