

## QSAC – GOVERNANCE/ADMINISTRATION – APPENDIX B

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Is your administration and board aware of all their responsibilities needed to organize and run a library? This section covers the responsibilities of boards and staff that organize the activities of the library's long-term objectives. There are two kinds of library boards in Michigan, advisory and governing.

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### What are the essentials of administration?

Library of Michigan Manuals and Guides

- [Michigan Public Library Trustee Manual](#)
  - [Financial Management Reference Guide](#)
  - [Library Law Handbook](#)
  - [Certification and State Aid to Public Libraries Process](#)
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- [Administrative Essentials: A Handbook for Wisconsin Public Library Directors](#)
  - [Wisconsin Public Library Standards](#)
  - [New Public Library Directors Handbook in Montana](#)

### What to remember when considering a policy

- [Four Tests for A Legally-Enforceable Library Policy](#)

### Sample Policy Resources

(see also the links at the Library of Michigan's [Human Resources Appendix A](#))

- [eLearn Libraries: PLA Results Series Workforms](#)
- [Creating Policies for Results: From Chaos to Clarity](#) by Sandra Nelson and June Garcia. Chicago: ALA, 2003.
- [Indiana State Library: Public Library Policies](#)
- [Library Success: A Best Practices Wiki](#)
- [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees - Essential 10: Policies](#)
- [Leland Township Library Five Year Plan](#)
- [Mid-Hudson Library Systems Trustee Resources – Sample Public Library Policies & Development Tips](#)

## **General Policies from Michigan Libraries**

- [Canton Public Library](#)
- [Cromaine District Library](#)
- Jackson District Library

## **Adult Services**

- [Programming](#)

## **Advocacy**

- [Michigan Library Association Advocacy Information](#)

## **Bookmobile**

- [Ypsilanti District Library Bookmobile Information](#)

## **Bulletin Boards**

- [Media-Upper Providence Library: Bulletin Board and Brochures Policy](#)

## **By-Laws**

- [Trustee Essentials: A Handbook for Wisconsin Public Library Trustees - Essential 3: By-Laws](#)
- [Library of Michigan: Trustee Manual](#)
- [By-laws of the Ann Arbor District Library](#)
- [By-laws of the Genesee District Library](#)
- [By-laws of the Clinton-Macomb Public Library](#)
- [Sample by-laws for a public-school library advisory board](#)

## **Children's Services**

- [Joplin Public Library: Children's Services](#)

## **Circulation**

- Borrowers' eligibility
- Borrowers' responsibilities
- [Child Protection Email Address Registry Law, PA 241 2004](#)
- Equipment use
- Fees [for materials, nonresident cards, etc.]
- Fines
- Loan periods
- Lost and damaged materials

- Number of items loaned
- Privacy [Michigan Library Privacy Act]
- [Disclosure of Registration and Circulation Records Policy](#)
- [Release of a Minor's Records](#)
- Renewals and reserves
- Closing the building procedures
- Displays and exhibits
- [Fire, Tornado, Severe weather and other emergencies](#)
- Hours of service
- Inter-library loan and reciprocal borrowing
  - Fees (if any)
  - Protocols and procedures

### **Collection Development**

- [See Collection Development Appendix A](#)

### **Data Security (see also Technology Appendix)**

- [Back Up Tapes Policy](#)

### **Facilities**

- Acquisition and ownership
- [American Disabilities Act compliance](#)
- Disaster and recovery plans for facilities and equipment
  - [dPlan: The Online Disaster-Planning Tool](#)
  - [Detroit Institute of Arts: Disaster and Conservation Resources](#)
  - [Library Disaster Mitigation Planning Assistance](#)
- Distribution of outside materials
- Inventory of capital assets
- Maintenance
- Site selection

### **Financial Policies**

- [Complete financial policy of the Clinton-Macomb Public Library](#)
- [Complete financial policy of the Jordan Valley District Library](#)
- [Complete financial policy of the Traverse Area District Library](#)
- [Gift Acceptance Policy](#)
- Budget
- [Competitive bid process](#)
- Comprehensive general liability
- [Credit card use](#)
- [Endowment Funds](#)

- Errors and omissions
- Fiduciary liability public employee blanket bond
- Investment of funds
- Insurance
- Procurement plan
- Public officer blanket bond
- Surplus funds
- Travel expenses

### **Freedom of Information Act**

- [Library of Michigan: Library Laws Handbook](#)

### **Grants**

- [Michigan Department of Education: Michigan Grants Available List \(MiGAL\)](#)

### **Human Resources**

- See [Human Resources Appendix A](#)

### **Intellectual Freedom**

- See [Collection Development Appendix D](#)
- Intellectual Freedom Manual by the Office for Intellectual Freedom. Chicago: ALA, 2005.

### **Internet access**

- [Sample Internet Use policies](#)

### **[Library Law Handbook](#)**

### **[Media Contact Policy](#)**

### **[Meeting rooms](#)**

### **[Open Meeting Act](#)**

### **Outreach services**

- Handicapped
- Homebound
- Institutional

### **Outside Cooperation: Sharing of resources and establishing of networks**

- [Local chamber of commerce](#)
- Local schools
- Regional library cooperative

## **Patriot Act**

### **Patron Privacy**

- Chippewa River District River [Privacy of Patron Records policy](#)

### **Personnel**

- See [Human Resources Appendix A](#)

## **Problem behavior**

### **Public Relations**

- See [Public Relations Appendix G](#)

### **Reader's Advisory**

### **Records Retention**

- [Michigan Public Libraries](#). General Retention Schedule #17 from the Records Management Services, Department of Technology, Management and Budget, State of Michigan.
- Lakeland Library Cooperative [Records Retention policy](#)

### **Reference Services**

- Homework assignments
- Online searches
- Reference interview

## **School - Public Libraries**

### **Public Safety & Security** – Appleton Public Library

### **Social Media**

- [Social Media Policy](#) – Messenger Public Library of North Aurora

**Strategic Planning** - The plan includes a community profile using census reports, local government documents, chamber of commerce materials, and special community planning reports. The plan includes a mission statement, goals, objectives, strategies, an implementation schedule and an evaluation plan. The plan is reviewed on an ongoing basis.

- [Colorado Department of Education: Strategic Plan for Libraries](#)
- [Community assessment survey](#)
- [Demographics](#)
- Examples
  - [Ann Arbor District Library Strategic Plan](#)
  - [Kalamazoo Public Library](#)

**Technology:** See [Technology Appendix E](#)

Trustees

- **Conflict of Interest sample:**
  - Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the \_\_\_\_\_ Public Library in which they have a direct or indirect financial interest.
  - Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.
  - Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.
- [Friends of Michigan Libraries](#)
- [Trustees and Advocates Ethics](#)

**Unattended Children**

- [Livonia Public Library](#)
- [Pere Marquette District Library– Unattended Children Policy](#)

**Use of library vehicles**

Wireless Use

- [Wireless Connections for Public Library Networks](#)

[Library of Michigan](#)  
Department of Education