Mackinaw Area Public Library

ADMINISTRATION OF BUILDING

The library director is responsible for overseeing building maintenance, cleaning and upkeep. Hours libraries are open are as follows and are subject to the joint approval of the Director and the Library Board:

Main Branch
Monday 11 am – 5 pm
Tuesday 11 am – 5 pm
Wednesday 12 pm – 8 pm
Thursday 11 am – 5 pm
Friday 11 am – 5 pm

Fall/Winter/Spring Saturday hours: 10 am – 2 pm

Note: Beginning date and ending date of Saturday hours are determined by the library board. See holiday schedule for the current fiscal year for beginning and end dates.

Bliss Branch
Wednesday 2 pm – 8 pm
Friday 1 pm – 5 pm

Pellston Branch
Monday 11 am – 4 pm
Tuesday 2 pm – 7 pm
Thursday 2 pm – 7 pm

Use of the Library
Patrons are expected to show consideration for other library users. Quiet conversation and television viewing is permitted but the volume and activity level must be low enough so as not to disturb other patrons. Library staff will request any visitors who are disturbing others to change their behavior. People who continue to disrupt the library may be asked to leave.

The smoking or use of tobacco, tobacco-like products or e-cigarettes is not permitted at any time in the library. (07/09/14)
Use of Equipment

Only library staff shall operate library equipment.

Library staff will make photocopies for the public at a cost of .20 cents per copy for black and white and .50 cents per copy for color. Scanning documents to email is available in color or black and white for .20 cents per scan. At no time will staff knowingly photocopy materials in violation of copyright law.

The FAX machine is also available for public use at a rate of one dollar ($1.00) per page for phone numbers within the United States only.

Staff and board members may use the photocopy and FAX machine at half the patron cost.

Patrons wishing to watch videos or DVD’s on the television in the Michigan Room must get assistance from the library staff.

Telephones are to be answered by the third ring in order to provide effective service to the public.

Thermostats in the main library are to be programmed at 68 degrees during open hours and 62 degrees during closed hours in the colder months. In the summer, air conditioners will not be set lower than 72 degrees. Library staff should dress accordingly for their comfort level at this temperature.

Use of the meeting room
Please see Community Room Policy on page 34.

Emergency Response Levels in Case of Pandemic

Business as Usual – Preparedness. All library services are provided as scheduled.

First Level – Business as Usual, but all staff are on alert. When the Department of Health for Emmet and Cheboygan Counties and the State of Michigan warn that an emergency may affect the Mackinaw Area Public Library
service area, staff and public will be informed about the risks and preventative measures. Preparation for Second Level Responses are made. Otherwise business as usual.

**Second Level** – *The Library shifts to circulation only to limit public assembly.* On the recommendation of the Departments of Health for Emmet and Cheboygan County and/or after consultation with the Board of Trustees, the Director closes library facilities to programs, meetings, or prolonged use of any kind, including study, reading and computer use. All locations become checkout, return, quick borrowing and quick reference locations. Preparation for Third Level responses are made.

**Third Level** – *All Library Buildings are closed to the public.* On recommendation of elected officials and after consultation with the Board of Trustees, the director closes library buildings to all public use. Depending on the situation and staff available, virtual services or other services that do not require direct public contact may continue. Should the library reach the Third Level, the Emergency Closing leave policy will be followed.

**Specific Actions and Duties for each level** –

**Business as usual** – Contingency plans are prepared and exercised. Branches stock health safety supplies such as cleaners and sanitizers. Staff is informed on general risks and responses.

**First Level** – Information and reliable sites are posted. Safety supplies are distributed with instructions for how and when they are to be used. Staff are informed and educated about specific risks, ensuring they have clear and reliable information and are not acting on rumors. Staff report to work as usual. The director and board president meet at least weekly to assess risk and appropriate response.

**Second Level** – The library sign, website and social page are updated to convey the new rules of operation. Updates will also be shared over email. Staff are provided with protective supplies and the director makes sure they know how to avoid catching/spreading the illness. Contingency plans for non-contact
services are developed. Staff report to work unless directed otherwise. Staff may be expected to be shifted to alternative locations and responsibilities to change temporarily. If staff are unavailable, locations may be closed for extended periods.

**Third Level** – The library director and board president will confer over the phone to decide what public and support services can be maintained. These include:

- Payroll.
- Social media presence and updated signage.
- Security of Building and collections.
- Communication with Staff.
- Preparation to resume full or limited library services.

Note: The library director is responsible for making sure he or she has accurate contact information for all staff and board members.

Adopted: October 12, 1994
Revised: November 14, 2001
Revised: June 13, 2007
Revised: April 9, 2008
Revised: July 13, 2011
Revised: April 12, 2012
Revised: September 11, 2013 (Saturday hours added)
Revised: July 9, 2014 (Use of the Library)
Revised: March 11, 2015 (Use of meeting room)
Revised: July 10, 2019
Revised: March 12, 2020 (Pandemic Level of Response added)

Mackinaw Area Public Library board of Directors