

J. LIBRARY

Organization name

Evaluation period

Completed by (name and title)

Date completed

Evaluate your operations against best practices by asking the questions below. A response of “No” to any question indicates an area that may require further evaluation and a plan for improvement or correction.

The entire set of RMGM Self-Assessments is available online here: <https://mml.org/programs-services/risk-management/risk-management-resources/risk-management-is-good-management-program/>

Yes	No	n/a	
			A. Municipal Management
			Have you completed the <i>Municipal Management Self-Assessment</i> ?
			B. Facility Safety and Operations
			Have you completed the <i>Facility Safety and Operations Self-Assessment</i> ?
			C. Human Resources / Employment Practices
			Have you completed the <i>Human Resources / Employment Practices Self-Assessment</i> ?
			D. Fraud Prevention
			Have you completed the <i>Fraud Prevention Self-Assessment</i> ?
			E. Motor Vehicle Operations
			Have you completed the <i>Motor Vehicle Operations Self-Assessment</i> ?
			F. Public Infrastructure
			Have you completed the <i>Public Infrastructure Self-Assessment</i> ?
			1. Policies
			Is there a published policy outlining the exclusion of patrons who violate library rules or behave inappropriately?
			Does the exclusion policy allow for a due process appeal by an excluded patron?
			Is there a policy for working with local, state or federal law enforcement during investigations?
			Are there policies on issues involving the USA Patriot Act or its progeny and dealing with a related gag order?
			Does the library have a policy to respond to Freedom of Information Act requests?
			Does the library program sign-up form include authorization to release any photos or electronic media that might be produced of the participants?
			Does the library require parents who leave their child unsupervised at the library to provide an emergency and alternate contact telephone number and the name of any person to whom the library may release the child?
			Is a policy in place to handle juveniles who have become ill or unruly in the absence of a responsible adult or parent?

Yes	No	n/a	
			Does the library require prospective adult volunteers to complete a volunteer application form that includes authorization for a background check, with signature required?
			Is there a policy to check driver's license and insurance for all persons who will transport individuals on behalf of the library?
			2. Children's Programs
			Do children's outdoor toys and playground equipment meet the Michigan PA 16 requirements?
			Have you posted a sign at the entrance to any children's inside/outside play area notifying parents that they are responsible for supervising their children?
			Does the library supervise underage participants in its programs, whether on or off premise?
			Does the library children's program sign-up form include a liability waiver statement and require a parent's or legal guardian's signature?
			Do children's programs sign-up forms contain language that, in the parent's or legal guardian's absence, authorizes the library to seek medical treatment for an injured or ill child at the parent's expense?
			Do children's programs sign-up forms require a telephone number where the parent can be reached and an additional telephone number for a responsible adult as an alternate?
			Are background checks performed on all participants who will interact with or participate in a children's program on behalf of the library?

CONCLUSIONS




If you can honestly answer "yes" to all applicable questions, your Library risk management program is on solid footing – congratulations! Following the recommended practices reduces your organization's exposure to future claims in this area. Remain vigilant for new or changing risks and address them promptly.



If you answered "no" to one or more questions, your organization faces increased exposure to disability discrimination claims and the associated direct and indirect costs. Each "no" response indicates a possible deficiency in your risk management program. You should consider these carefully and take one or more of the actions below:

- Correct any deficiency that may exist;
- Contact MML Risk Management Services at the number below;
- Contact MML Loss Control Services at the number below.

*Contact MML Risk Management Services Staff
or your Loss Control Consultant for more information.*

	Important Phone Numbers	
MML Risk Management Services		800.653.2483
Loss Control Services		800.482.2726

Note:

*This document is not intended to be legal advice.
It only identifies some of the issues surrounding this topic.
Public agencies are encouraged to review their procedures with an expert
or a competent attorney who is knowledgeable about the subject.*