The Elroy Public Library

I. Mission and Goal Statements

A. Mission Statement

*The Elroy Public Library enlightens and enriches people’s lives through service that exceeds expectations and by providing responsive and dynamic collections, programs, and services that meet the changing needs of our community.*

B. The Goal of the Elroy Public Library is to:

1. Provide materials, programs and information that will meet the day to day interests of all people.

2. Serve the community as a center of reliable information while providing opportunity and encouragement for children, young people and adults to educate themselves continuously.

3. The library will purchase materials and furnish services and staff to meet the interests of the people.

II. Who May Use the Library

A. The library will serve all residents of the community and surrounding adjacent townships. Service will not be denied or abridged because of religious, racial, social, economic, or political status.

B. The use of the library may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises.

C. Children under six (6) years old may not be left unattended at the library. If their parents cannot be located within one hour, the police will be notified.

III. Patron Responsibilities and Conduct

*It is a patron's responsibility to maintain necessary and proper standards of behavior to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance by the judgement of the staff, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, then a call to the law enforcement may be required.*

#### Young children:

*The Elroy Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.*

*Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program. No child under the age of 10 may be in the library unattended for a period of time to exceed 4 hours in a day.*

*While the majority of children are ready to come to the library unsupervised at the age minimums given here, many are not. Parents should keep their children’s needs in mind when deciding at what age they are prepared for the responsibility of caring for themselves in a public and busy place such as the library.*

#### Disruptive children:

*Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library.*

IV. Services of the Library

A. From the mass of available materials, the library will select those books and materials which best meet the needs of the community. It will purchase and organize them for easy access by the public.

B. Hours of Operation for the Elroy Public Library

1. Monday – Friday open 10:00 a.m. to 6:30 p.m.

2. Saturday open 10:00 a.m. to 1:00 p.m.

3. Closed on Sundays and holidays

4. Upon discretion of the Library Director or Library Board President, may close for weather or emergency situations.

C. In order to secure information which is beyond its own resources, the library will:

1. Collect information about resources available through agencies, institutions, organizations and individuals in and beyond the community, and to organize it for referral.

2. Work with the WRLS system, borrowing materials for patrons which are not owned by the library and which cannot be purchased, or materials for which the demand does not justify purchase.

D. The library will also work with the WRLS system, lending materials to other libraries whose patrons need items unavailable in their own community.

E. The library will endeavor to maintain a balance in its services to various age groups. The public library will cooperate with, but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs.

F. Library services will be provided during the hours which best meet the needs of the community. Staff will provide guidance and assistance to all patrons.

G. Periodic review will be made of library service to determine whether the needs of the community indicate that present services should be discontinued or new ones added.

H. The library will use various resources (newspapers, etc.) in order to spread the word about new books, periodicals or other offerings available to the public.

I. The library will provide use of the Meeting Rooms for the public (see Meeting Room Policy).

# J. Proctoring

1. Distance learning and correspondence courses are a popular way for individuals to complete continuing or advanced education locally and in a cost-effective manner.  The Elroy Public Library supports continuing education efforts by cooperating with educational institutions and local students to provide exam proctoring services in the Library.

2. Exam appointments will be scheduled with the Library Director, a minimum of 72 hours prior to the exam.  Due to variations in scheduling and library hours, other library staff members may be appointed to supervise the exam.  All proctoring services are subject to the availability of authorized staff and library equipment.

3. Library staff will meet the testing institution’s requirements whenever possible.  Direct in-room supervision will not be provided.

4. The Library cannot proctor online exams that require the installation of special software or the modification of existing computer settings.

5. Tests may be received through U.S. mail, email, fax or other delivery services.  Tests may be returned via U.S. mail or fax at the expense of the student or the institution.  The student or institution must provide a prepaid envelope addressed to the institution. The Library will not keep copies of test materials.

6. It is the student’s responsibility to make sure that the Library has received the test and/or necessary log-on information in advance of the examination.

7. Students should arrive for testing as scheduled and notify the Library if unable to keep a scheduled appointment.

V. Responsibilities and Authorities of the Library Board

Refer to *Chapter 43* of the *Wisconsin Statutes* (particularly section 43.58) and the Elroy Public Library bylaws to provide basis and framework for the responsibilities and authority of the library board and individual trustees.

VI. Volunteers and Friends

A. Volunteers

1. The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Elroy Public Library. The library acknowledges the benefits it receives from volunteers. Volunteers are liaisons to the community and by their contribution are advocates for quality library service.

2. A volunteer is a person who performs tasks for the Elroy Public Library without wages, benefits, or compensation of any kind. Volunteers supplement the efforts of paid library staff to provide quality library collections, services, and programs.

3. Volunteers are not covered under a Workers Compensation plan. Volunteers help perform routine tasks and special projects tailored to talents the volunteer may possess and are supervised by the Library Director and staff.

4. Volunteers are recognized by the public as representatives of the library. Volunteers are expected to act in accordance with library policies and to reflect positive customer service attitudes to all library patrons. To present a positive image to the public, it is expected that volunteers dress and appearance will be appropriate for a business environment and in keeping with the work assignment. The volunteer relationship is “at-will” and can be discontinued at any time by either party.

5. Volunteers may be asked to complete the Volunteer Form and sign the Elroy Public Library Volunteer Agreement.

B. Friends of the Elroy Public Library

A library friends group is a formal non-profit association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

VII. Personnel Policy

A. Code of Ethics for all Library Personnel

1. To learn and carry out the policies of the Elroy Public Library.

2. To express in a positive manner any objections or concerns with the policies or programs of the library.

3. To maintain an objective and open attitude of understanding, courtesy and concern for the patron’s needs.

4. To protect the essential confidential relationship which exists between a library user and the library.

5. To serve all patrons equally according to their needs.

6. To make the resources and services of the library known and easily accessible to all current and potential users.

7. To avoid any possibility of personal financial gain at the expense of the library.

8. To be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.

9. To share one’s knowledge and expertise with others.

10. To carry out assignments so that fellow staff members need not assume added responsibility, except in times of emergency.

11. To acknowledge the importance of work done by all employees in the library and the city and to maintain a sense of loyalty to, and cooperation with, all fellow employees, the library board and the city government.

B. Specific Job Expectations

1. Library Job Descriptions and the City of Elroy Personnel Policies are found in Appendix H.

2. The library’s ADA Employment Policy can be found in Appendix E.

VIII. Collection Development Policy

A. Elroy Public Library

1. Purpose of Collection Development Policy

The goal of the Elroy Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, entertainment and the creative use of leisure time.

The collection development policy, like all other policies, will be reviewed and/or revised as the need arises.

This policy serves several essential purposes:

A. Due to the volume of publishing and limitations of budget and space, the library must have a collection development policy to meet community needs and interests.

B. The collection development policy aids staff in the selection of materials and also serves to acquaint the general public with these selection practices.

C. To ensure the principals of the Library Bill of Rights and The Freedom to Read Statement have been met, as approved and endorsed by the Elroy Public Library Board of Trustees.

2. Scope of the Collection

Collection development at the Elroy Public Library is founded on the principles found in the Library Bill of Rights and The Freedom to Read Statement, as well as on the principles of intellectual freedom, preservation and equal access for all. The library presents a collection of balanced viewpoints in a broad subject matter in formats suitable to the needs and interests of the community.

A. Intellectual Freedom

The library makes available a wide diversity of ideas, viewpoints and opinions in various formats in support of an informed and democratic society. The library supports individual choice and judgment of its users in seeking information.

B. Preservation

The Elroy Public Library recognizes the importance of a collection that reflects both the past and the present. In accordance with this, the library offers space in the form of a history room. The history room assists in the collection and preservation of written historical information concerning the local events and people, as well as disseminates that information to the public for the purpose of enjoyment, education, and research.

C. Access

The library makes its collection available to all. Due to limited budget and space, the library cannot provide all materials that are requested. However, by being a member of the Winding Rivers Library System, the Elroy Public Library can offer the community more materials and information available from other system libraries. Through WISCAT and BADGERLINK the Elroy Public Library may also request interlibrary loans for the community.
In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Elroy Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in an online public access catalog that is accessible by other libraries throughout the state. In the efforts to procure materials and information for users, the Elroy Public Library will operate within the provisions of the United States copyright law.

3. Responsibility for Selection and Criteria

The ultimate responsibility of library materials rests with the Library Director who operates within the framework of the policies determined by the Elroy Public Library Board of Trustees. This responsibility may be shared with other members of the library staff, however, because the Director must be available to answer to the Library Board and the general public for actual selections made, the Director has the authority to reject or select any items.

A. The basic objectives in the selection of all materials for the Elroy Public Library are to provide for the informational, educational, recreational and cultural needs and interests of this community. Final responsibility for materials selection rests with the Library Director whose responsibility is delegated by the Library Board.

 B. Standard library selection aids may be used but positive reviews or statements alone need not be the sole criterion which determines acquisition of library material. Popular demand will be considered valid criteria for selection as long as the demand fits into the general acquisition criteria.

 C. Selection Criteria.

Librarians use their subject knowledge, expertise, and community awareness in combination with the standards below to select and evaluate materials. Donations and gifts are also selected and evaluated using the same criteria. Not all criteria must be met for each individual selection. An attempt will be made to present all sides of an issue, but sensationalism and propaganda will be avoided whenever possible. Controversial subjects will be treated in the same impartial manner as any other subject is treated.

1. General Criteria
a) Suitability of the item to community
b) Cost relative to the value of the item to the collection
c) Popularity
d) Space available for the item
e) Relevance to community needs and desires

2. Content Criteria
a) Scope of the treatment of subject matter
b) Reputation and qualifications of the author, creator or publisher
c) Consideration of the work as a whole, rather than a specific passage or passages
d) Representation of diverse viewpoints
e) Popular demand and appeal

D. Gifts and Donations

The library appreciates gifts of money and materials which can only be accepted on the condition that the Library Director has the authority to make whatever disposition of them to improve the collection as detailed below.

1. Funds

The library accepts monetary gifts intended for the purchase of library materials when donors’ intentions for the gifts are congruent with the library collection objectives and scope.

2. Materials

The library accepts donations of materials that are in good condition if deemed valuable to the collection. The library reserves the right to dispose of donated materials that are in poor condition. Donated materials may be added to the collection based on their suitability to the collection or rejected at the discretion of the library. Donated materials not added to the collection will not be returned to the donor. Unused material donations will be given to the Elroy Friends of the Library for public sale, discard, or disposal. By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgement of receipt of the items by the donor.

3. Memorials

Memorial gifts of books or money are also accepted with suitable bookplates placed in the item. Specific memorial materials will be ordered for the library per the request of the donor if they enhance the library collection. Material selection will be made by the Director if no specific item is wanted. Memorial gifts or materials are subject to the same weeding policy as all other library materials.

4. Weeding Procedure

An attractive and useful collection is maintained through a continual discarding and replacing process. The discretion, responsibility, and timeliness of weeding lies with the Director.

A. Method

1) CREW: Continuous, Review, Evaluation and Weeding. The CREW weeding method uses objective and selective criteria based on the age of the material and the materials circulation or use statistics.

2) MUSTIE: Misleading (factually inaccurate), Ugly (worn beyond mending or rebinding), Superseded (by a newer edition or more accurate material), Trivial (of no literary or scientific merit), Irrelevant (to the needs and interests of the library collection), Elsewhere (the material can be obtained from another library).

B. Weeding Criteria

1) Age
2) Use (circulation and in-house)
3) Physical Condition
4) Currency of Condition
5) Duplication
6) Appropriateness to the collection
7) Obsolete format

5. Selection Challenges / Request for Reconsideration of Library Materials

The Elroy Public Library subscribes to the Library Bill of Rights and Freedom to Read Statement and welcomes the expression of differing opinions. The Elroy Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

 1. Disputes concerning library materials will be handled as follows:

 A. A dated and signed Statement of Concern About Library Resources (see Appendices) must be completed and submitted to the librarian. Failure to date and sign the form nullifies the complaint. A copy of the policy VIII.A.5 will be offered to person completing form.

 B. All materials under question of reconsideration will remain in open circulation until a final decision has been made.

 C. The Library Director will review the complaint and the material in question and will give a report to the board regarding the librarian’s recommendation.

 D. The complainant will be notified of the librarian’s recommendation.

 E. Appeal of the decision may be made to the Board of Trustees by submitting a notice of intent one week prior to the next scheduled board meeting. An opportunity will be provided to both the complainant and the librarian to present the facts.

 F. The President of the Board will appoint a committee to study the material in question and report at the next board meeting.

G. A decision will be made at the board meeting at which the committee presents its report. The decision of the board will be final.

H. Written notification of the Board’s decision will be sent to the complainant.

[IX. Circulation Policy](https://www.owlsweb.org/l4l/slpspl/IX)

A. Patrons Utilizing the Circulation service will follow the WRLSWEB Library Responsibilities:

* Any library materials checked out on a card are your sole responsibility of that cardholder.
* Users will promptly return all borrowed items by the due date or pay overdue charges.
* Users will pay any replacement costs assessed for lost, unreturned or damaged items.
* Users will not lend their library card to others.
* Users will promptly report any change in contact information.
* Users will promptly report a lost or stolen card.
* Users will obey the rules of behavior when visiting the library as posted.
* If signing a library card application for a juvenile, the users accepts responsibility for fines and charges on the child’s card and acknowledge that it is the guardian’s responsibility, not the library’s, to monitor and approve the child’s choice of materials and/or other information resources.
* Failure to act responsibly may result in the suspension of library borrowing and use privileges, and that failure to pay library fines or return materials may result in local and state criminal penalties.
* WRLSWEB library card holders agree to comply with the policies of each member library with which they do business.

B. Registration and Application

1. All borrowers must be registered and must have a Windings Rivers Library System library card to borrow materials. Patrons are encouraged to bring their library card to the library if they wish to check out materials. If Patron does not have card, staff will need to clearly establish identity prior to checking out material.

2. Patrons must fill out an application form to register for a new library card. Children may register for a card at the age of 4. For patrons under the age of 18, an Elroy Public Library Registration Form must be completed by the parent or guardian giving permission to check out media and to use the computers. A parent must accompany them and apply for the card. The following statement will be printed on the registration form for the patron’s information and acceptance:

*I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies, and to give prompt notice of change of address or loss of library card.*

3. When applying for a library card, a form of ID and proof of current residence is required. Identification required may be a state driver’s license or a state ID. A photo ID and one of the following or two of the following without a photo ID: A checkbook with the name and current address printed on it, a current lease with the name and address on it, or a current piece of mail if the envelope has the name and current address and is postmarked within the last 30 days.

4. The Elroy Public Library issues the Winding River System borrower cards.

A. Types of cards issued are:
1) Permanent cards for people or organizations in the WRLS service area.
2) Permanent cards are available for anyone living in Wisconsin but out of the WRLS service area.
3) Permanent cards are available for out-of-state residents owning property in Wisconsin (must bring a tax bill or proof of property ownership)

5. Loans Periods

A. All items in collection are Renewable up to 3 times if others are not in line for the item (WRLS system wide rule for items on Hold).

B. Items checked out have the specified duration.

7-Day Items

• Regular DVDs, magazines, and comic books.

14-Day Items

• Television series on DVD

 21-Day Items

• Books, music CDs, and audiobooks on CD.

6. Interlibrary Loan

Interlibrary Loan (ILL) is a borrowing privilege for Winding Rivers Library System (WRLS) library card holders. This service allows customers to borrow materials or copies of articles that are not available through our library catalog or online resources.  Elroy Public Library offers ILL service through WISCAT. Requests can be made by patrons or by staff. When requesting materials through ILL:

* You may not request any materials that are owned by a WRLS library.
* Individuals are limited to five requests per day.
* Items take 1-6 weeks to arrive, but could take longer.
* Your ILL can be sent to the Elroy Public Library. If you need it sent to another [**WRLS library**](http://www.wrlsweb.org/wrls-libraries/), that library will need to place the ILL for you.
* We cannot request materials that have been in publication for less than 6 months for books, and 12 months for DVDs and CDs.
* Overdue fines are assessed on ILL materials at the same rate as other overdue materials.
* Due to local demand for DVDs, we do not loan or borrow these materials, except from libraries in Wisconsin and Minnesota.
* The lending library determines the loan period for all interlibrary loan materials. We won't know the loan period until we receive the book.
* To renew an item, contact the Elroy Public Library staff with request. Renewals are granted at the discretion of the lending library.
* You will not be able to pick up ILL materials if your fines are $10.00 or more, or if you have overdue ILL materials.
* The cost of replacing any damaged or lost ILL item is determined by the lending library, and will be charged by the borrower.

7. Reserves / Holds

Reserves may be placed by patrons either in person, over the phone, or on the library online catalog. Patrons will be notified according to their notification preference when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

8. Fines and Charges

A. There is $1 a day fine on an overdue DVD and a $.10 a day fine on all other items accumulating daily with the maximum charge per item of $5.00. Notifications are automatically sent out by the WRLS system to last known contact information on the following schedule:

1) A first notice is sent approximately two weeks after the material is due.

2) A second notice is sent approximately two weeks later.

3) A third notice and bill are sent approximately two weeks later.

B. Patrons having overdue material and/or fines in excess of $10.00 must pay the fines and/or return the overdue material before they can check out additional materials. Patrons who have been sent a bill shall be denied borrowing privileges until those materials are returned or paid for.

C. Books that have been lost or damaged to the point of replacement will be charged according to the actual replacement cost of the material listed on the WRLS catalog.

D. Fines for damages will be imposed at the discretion of the Library Director. Damage may be from water, heat, torn pages, or surface dirt.

9. Confidentiality

A. All records, formal and informal, in the Elroy Public Library relating to patron registration and the subsequent circulation by patrons of materials provided by the library are considered to be confidential in nature.

B. In order to prevent an unreasonable invasion of personal privacy, the contents of registration and circulation records shall not be made available to anyone except under the written order of the Library Director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

C. Upon receipt of any process, order, or subpoena, the person named and/or served shall immediately report to and consult with the Library Director and the legal counsel of the City of Elroy to determine if such process, order, or subpoena is proper and in full compliance with proper legal authority. In the event the legal process fails to sufficiently identify or name in specific terms or specifications the records on file in respect to an identified library patron, the request is considered to be defective and not binding upon the Library and its personnel, except under further due process of law.

D. Any problems or conditions relating to the privacy of a patron through the records of the Elroy Public Library which are not specified in the policy statement shall be referred to the Library Director, who after study and consultation with the Library Board and/or legal counsel, shall issue a written decision as to whether to heed the request for information

 X. Reference Service Policy

The Elroy Public Library:

will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;

will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);

will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;

may refer library users to other agencies and libraries in pursuit of needed information;

may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.

XI. Programming Policy

A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

Programming includes such activities as storytimes, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

A. Public relations goals of the Elroy Public Library are:

1. To promote a good understanding of the Library's objectives and services among governing officials, civic leaders, and the general public;

2. To promote active participation in the varied services offered by the library to people of all ages.

B. The Board recognizes that public relations involves every person who has connection with the Library. The Board urges its own members and every staff member to realize that he or she represents the library in every public contact. Good service supports good public relations.

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

XIII. Equipment Use Policy

A. Computers are available to patrons on a first-come, first-served basis. Library staff is available for general assistance in using the computer, however, they shall not train patrons in the use of application programs. A printer is available to print from the computers.

B. A photocopy machine is available to patrons who wish to copy materials. Copy machine users are advised by posted signs that there are legal restrictions on photocopying copyrighted materials.

C. Outgoing fax or scan services are facilitated by library staff at the circulation desk.

XIV. Internet Use Policy

A. The Elroy Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

1. As an information resource, the Internet enables the library to provide information beyond the confines of its own collection.   It offers access to a wealth of material to individuals of all ages.  However, sources on the Internet may not be accurate, complete or up-to-date.  The Elroy Public Library does not accept responsibility for information accessed on the Internet.

2.  The Library requires that all use of electronic information resources be done in a responsible fashion and in keeping with commonly recognized ethical limits within the Elroy community.  In order to achieve that goal, the Library reserves the right to restrict the sending, receiving or displaying of text or graphics, if any of those actions is deemed to be inconsistent with this policy and/or to tend to disrupt or disturb other individuals making reasonable use of the Library facilities.

3.  Users must be 10 years of age in order to access library computers independently.  The Elroy Public Library assumes no responsibility for the use of the Internet by children.

4.  U.S. copyright law (Title 17, U.S. Code) prohibits the unauthorized reproduction or distribution of copyrighted materials, without the explicit permission of the copyright holder.  Responsibility for copyright infringement lies with the user.

5.  Unauthorized use, including downloading or installing any harmful program or utility, viewing or sharing obscene, libelous, threatening or harassing material, or any other unlawful activity is prohibited.

6.  The Library staff will:
      a.  Impose restrictions, such as time limits, on the use of Library equipment.
      b.  Ask users to remove themselves from Library equipment and revoke Internet privileges if they observe any behavior which they judge to be in conflict with this policy.

7.  In the event of a suspected misuse, the Library Director reserves the right to review sites visited during a session.

# B. Internet & Computer Use Agreement

\*YOU ARE RESPONSBILE FOR READING THESE GUIDELINES prior to use of in-house computers.
You should be aware that private information shared on our Public Computer may not be secure.

## By using the Internet workstations at the Elroy Public Library, you agree to the following guidelines:

1. The user must be a registered cardholder in good standing.
2. Out of System users or users without a library card must present ID and are eligible to use the computers on a temporary basis.
3. Only the registered individual may use the computers; loaning or borrowing cards to access computers is not permitted.
4. Individuals may use library computers for a maximum of 2 hours per day.
5. Only one user per station
6. Users must be at least 10 years old to use computers independently.  A responsible adult must directly supervise children under the age of 10.
7. The computers have a central printer. Pages must be picked up at the desk.
8. Programs, plug-ins and other downloads may not be installed by users.
9. No food or beverages of any kind are allowed at computer workstations.
10. Please be advised that the WRLS System Administrator reserves the right to monitor the sites you have visited during this session.
11. Use of the Internet is a privilege, not a right.  Inappropriate use will result in a cancellation of this privilege.
12. Illegal use of computers may be subject to prosecution by local, state, or federal authorities.
13. Private information shared on public computers may not be secure.
14. Computer user is responsible for evaluating information and sources accessed on the computers.

## Inappropriate use includes but is not limited to the following:

* Unauthorized tampering with computer hardware or software.
* Storage of data to anything other than a personal memory device.
* Displaying, printing or sending any material that is obscene, libelous, threatening or harassing.
* Downloading or installing spyware, viruses, Trojans, malware, or any other harmful program.
* Violation of software license agreements and copyright laws.

XV. Meeting Room Policy

**A. ELROY PUBLIC LIBRARY COMMUNITY ROOM POLICY**

**I. Introduction**

The Elroy Public Library will provide space for meetings in the Lee Community Room, located in the basement, as well as the Brunner Meeting Room upstairs. However, the rooms will serve two distinctly different purposes.

1. The Brunner Meeting Room’s primary purpose is for the library's own programs, as well as providing meeting space for local governments and local nonprofit organizations.

2. The Lee Community Room will be available for use by governmental and other nonprofit organizations, as well as for organizations which provide educational information, cultural information, and civic services to residents in the Elroy area. It may also be made available for special events. *(See Application and Scheduling)*

**II. General Policy and Principles of Use**

1. The meeting rooms are not available for any purpose which, in the opinion of the Elroy Public Library Board of Trustees, may interfere with the normal use of the library. Meetings or programs which are approved but which prove disruptive to library operations shall immediately cease the actions upon notification by a City or Library employee.

2. Only community sponsored or co-sponsored meetings or programs may involve sale of items, fundraising activities or solicitation of donations. Exception: Community non-profit organizations may request in writing to hold dinners, breakfasts, bake sales, craft sales, or other fundraisers.

3. Businesses may use the meeting rooms for not-for-profit activities. Programs involving the sale, advertisement or promotion of commercial products or services or the solicitation for the future sale of commercial products, are prohibited.

4. All meetings and programs must be free and open to any member of the public. No person’s right to attend a meeting or program will be denied or abridged because of origin, age, race, sex, background, views, sexual orientation, disability, membership or lack of membership in an organization or group, or for any other reason. Library staff may attend or observe any meeting or any program at any time.

Possible exceptions to this rule may be made for a program or educational course that requires a registration fee or tuition.

5. The name, address and phone number of the library may not be used as the official address of any organization using the meeting rooms (except the Friends of the Library).

6. Any non-library group using the meeting rooms may not publicize its activities in such a way as to imply library sponsorship.

7. If a flyer or written announcement of the event is used, the following disclaimer must be included: "The meeting space is provided as a community service by the Elroy Public Library. The Library neither sponsors nor endorses this event, nor the presenting individual or organizations."

8. Failure to follow the rules may disqualify the user from using the room for one year or for a time that may be determined by the Elroy Public Library Board of Trustees.

9. Each room must be reserved in advance, with a contact name and phone number provided. After occupancy, Meeting rooms should be left in a neat and clean condition as directed by library staff.

10. No room may be reserved more than six months in advance.

11. The Library Director reserves the right to refuse the use of the rooms whenever, in the

Director's best judgment, such use would be inappropriate or doesn't conform to these policies, or if user has failed in the past to use the room in an appropriate manner. The Library Director also reserves the right to cancel advance reservations if the rooms are required for a library event or meeting.

12. A telephone reservation is acceptable for all but private or for-profit meetings. In those cases, a completed and approved application must be on file in the library within 3 days of the booking or the reservation will be canceled at the discretion of the Library Director. Meeting room applicants will receive confirmation upon approval. Requests will be granted in the order in which they are received.

13. The library does not provide storage space for groups or individuals using the meeting rooms.

14. The library staff will not accept calls or relay message to people attending meetings except in emergencies.

**III. Brunner Meeting Room**

The Brunner Meeting Room, upstairs and adjacent to the library, cannot be separated from the library facility. It has a maximum occupancy of 50 people.

It is available during the library's regularly scheduled hours of operation: Monday-Friday, 10 a.m. to 6:30 p.m., and Saturday, 10 a.m. to 1p.m. Special arrangements may be made for groups who wish to begin their meeting before 10 a.m.

There are tables, chairs, a podium, conference cabinet, TV/VCR, an LCD projector and a 10x15 ft. projection screen available for use. Food and beverages will be allowed in the Meeting Room and the adjacent kitchenette.

Staff will not provide assistance in setting up the meeting room, unless arrangements have been made in advance.

Since the Room cannot be separated from other library facilities, its use after hours will only be permitted with oversight by an authorized supervisor. The supervisor may be a Library staff member, a Library Board Trustee, City Hall staff, or an active member of "Friends of the Library."

If there are no qualified supervisors available to monitor meeting room use during non-library hours, library staff may be hired to be present, if they are agreeable. If so hired, they will be paid $25/hour (or any portion thereof) by the person organizing the meeting

Groups planning on using the Brunner Community Room after hours should arrive 30 minutes prior to the library’s closing time.

It will be the responsibility of the requester to arrange for a supervisor, who will pick up a key to the library during regular operating hours, if necessary. The key should be left in the library or dropped in the book deposit box after the Multi-Purpose Room has been cleaned, all lights turned off, and all library doors/windows locked*.*

At the librarian's discretion, the Meeting Room may be made available to organizations charging fees if they are a non-profit organization offering a public service to the community.

**IV. Lee Community Room**

The Lee Community Room, located in the basement of the library, has an outside entrance and can be separated from the library upstairs. The basement has a maximum occupancy of 92 people. There are tables and chairs available for use. Staff will not provide assistance in setting up the meeting room, unless arrangements have been made in advance.

Alcoholic beverages and smoking on the library premises are prohibited.

Since the Lee Community Room can be separated from other library facilities, its use will be permitted outside of library hours. An application form will be needed the first time the room is reserved.

It will be the responsibility of the requester to pick up a key to the library during regular operating hours. The key should be left in the Room or dropped in the book deposit box after the Lee Community Room has been cleaned, trash removed, all lights turned off, and all library doors/windows locked*.*

**Application and Scheduling**

Any group wishing to use the Lee Community Room after library hours for the first time must complete an Application for Meeting Room Use and receive approval of the Librarian. A new application must be filed any time the person designated as the Responsible Party should change.

All meetings and programs of or for groups of children under the age of eighteen (18) require the presence of a responsible adult at all times. Parents of young children (7 or younger) must be on site during the meetings/programs and must retrieve their child immediately at the conclusion of the program.

**V. Costs**

Donations may be given for after-hours use of the Lee Community Room.

A deposit is requested from private individuals or groups. Deposits must be paid at the time of reserving the room. Damage deposit will be refunded/ check will be returned afterwards, if the room is in good condition. *As of 2016, a damage deposit of $100 has been set*

**VI. Use of Facilities and Equipment**

Groups will be charged for damage to rooms beyond normal wear and tear.

Materials may not be affixed to the walls without prior approval of the Library Director.

A kitchenette is available off both the Brunner and Lee Meeting Rooms. Only light refreshments may be served. Food preparation is limited, with a coffee maker, microwave and refrigerator provided. All other utensils and products must be provided by the requester. Slow cooker, crock pots, Nesco Roasters may be allowed. Stoves or hotplates are not allowed.

Use of food and beverage in the library is limited to the meeting rooms.

Nothing should be left in the Community Room. All food items must be removed from the refrigerator and cabinets. All recycling and trash must be removed. Any damage or need for cleanup will be assessed at $20/ hr.

The library's audiovisual equipment may be scheduled separately through the staff in accordance with guidelines established in the Equipment Use Policy. The library does not provide personnel to operate audiovisual equipment.

Persons requiring an interpreter or other accommodations to access *library sponsored programs* must contact the library no less than seven days before the scheduled program to make such arrangements. The library is not responsible for providing an interpreter or other accommodations for groups who use the library's meeting room space.

No lit candles are permitted.

**VII. Additional Considerations**

The library reserves the right to refuse to book meeting room space for groups who do not comply with the guidelines of this policy.

The Responsible Party designated on the Application Form by any organization, renter or group shall be responsible for paying the costs of any damage or loss incurred by their actions. The Library Board will determine whether damaged furnishings or equipment can be repaired or must be replaced, and will make all arrangements for repairs to walls, floors, etc.

The Library assumes no responsibility or liability for accidents, injury or loss of individual property.

XVI. Displays and Exhibits Policy

A. Displays and/or Exhibits shall be of general interest and open to the public. Commercial exhibits will not be accepted. Prices may not be attached to articles displayed.

B. Persons responsible for the display shall arrange their own materials under the general supervision of the librarian. They shall be responsible for any damage to library property.

C. Persons, organizations, or groups placing materials on exhibit must agree to assume all risk for articles exhibited.

D. Permission for exhibits, length of time of exhibit hours for viewing and any other necessary regulations may be obtained from the librarian who may in turn refer such requests to the Board.

E. Persons responsible for a display shall sign an “Agreement of Assumption of Risk.” (See Appendix I )

XVII. Public Notice Bulletin Board Policy

A. Space permitting, the library will post announcements of the cultural activities of the community – those concerned with music, art, drama and related activities – and public announcements of general interest to the community.

B. Notices of a strictly commercial character will not be posted unless they are lectures or other events which will stimulate reading.

C. The distribution of advertising literature, circulation or posting of petitions, or solicitation of funds by persons is prohibited in the library.

D. Announcements concerning community religious activities may be accepted.

E. Personal advertisements such as garage sales or personal sales of clothing, etc. are not permitted.

XVIII. Disasters Policy

#### A. Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

#### B. Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable. The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public.

#### C. Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

#### D. Snow storms

The Library will follow the recommendation and actions of the city between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

XIX. Revision of Library Policies

A. Any changes in the Elroy Library Policy and Appendices may be made by majority vote of the Library Board.

B. The policy will be reviewed a minimum of every five (5) years by the Board and Librarian.

The preceding statements of \_\_\_\_\_\_\_\_\_ Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

XX. Appendices

Form: Statement of Concern About Library Resources

Form: [Internet and Computer Use Agreement](https://owlsweb.org/l4l/slpspl/internet)

Wisconsin Statutes --Chapter 43: Libraries (2016)

DPI FAQs on WI Statutes Act 207 concerning Release of Library Records to Custodial Parents or Legal Guardians

ADA Library Services for People with Disabilities Policy (2016)

[Library Bill of Rights](http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm) (2016) & [The Freedom to Read Statement](http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.htm) (2016)

Job Descriptions