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LIBRARY POLICIES

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Adult Volunteers

E.D. Locke Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services.

Volunteers are expected to follow all policies of E.D. Locke Public Library (especially regarding privacy and confidentiality) and all rules listed in the Volunteer Guidelines.

Volunteers will be assigned to perform tasks the library considers most necessary and helpful in its operation, taking into consideration the volunteer's interests and abilities.

Volunteers may be used for special events and projects, or on a regular basis to assist staff.

Services provided by volunteers will supplement, but not replace, regular services, and will not be used to replace paid staff. Volunteer assistance with regular staff duties is limited to the pick list, straightening, shelfreading, and processing materials.

Volunteers may apply for paid positions under the same conditions as other outside applicants.

In accordance with fair labor laws and the policies of the Village of McFarland, paid staff may not volunteer their services to the library. Staff may volunteer in other departments of village government outside the library, and for the Friends of the McFarland Library.

The library does not compensate volunteers for time spent, or expense incurred, except by special arrangement with the Library Director.

Individuals donating time to the library under the auspices of any other organization (i.e. churches, community organizations, etc.) may identify themselves with the organization, but may not promote it while working in the library.

The library requires a background check before accepting a volunteer.

The following paperwork must be completed by the volunteer before beginning work:

- Volunteer/Community Service Application Form
- A Village of McFarland Volunteer Release Form.

Appropriate Library Behavior

Under the provisions of Chapter 43 of the Wisconsin State Statutes, specifically section 43.52 (1), the E.D. Locke Public Library Board of Trustees may enact regulations that govern the use, management and preservation of the public library.

The Library Board is committed to providing an atmosphere where people of all ages may come to read, browse, do research or study. This policy does not prohibit quiet conversation between patrons and/or staff members, or conversations required to carry out library programs or business. It is designed to preserve a reasonably quiet atmosphere where library patrons may use library services and materials without disturbance.

Inappropriate behavior includes any activity that disturbs others, interferes with library operations, damages the building or its furnishings, as well as rudeness, profanity, or any other behavior generally considered unacceptable in a public place.

This policy has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and library property, the patron will be asked to leave the library.

Specific guidelines

The following behaviors are not allowed in the library:

- Eating or drinking, except as provided for in the library's Meeting Room policy. Exceptions will be made for capped water bottles.
- Smoking. The library is a smoke-free zone.
- Willfully harassing or threatening another person.
- Damaging or defacing public property.
- Engaging in loud or boisterous behavior.
- Using profane or offensive language directed at another person.
- Being in a state of intoxication that causes a public disturbance.
- Being in the library without shirt or shoes.
- Rollerskating or skateboarding inside the library or outside the library entrances.
- Loitering on the premises under circumstances that warrant alarm for the safety or health of any person or property in the vicinity.
- Remaining in the building after its regular closing hours, except as provided for in the library's Meeting Room policy.
- Sleeping.
- Possessing weapons of any kind.
- Soliciting or canvassing not related to library business.
- In most cases, electronic or other types of personal equipment may not be used in the library. Examples of such equipment include: radios, televisions, and cell phones. Exceptions may be made for the following: laptop computers (as long as keyboarding does not disturb others) and personal "walk-along" stereos (as long as sound cannot be heard by others).

It is a charge of the library staff to see that the rights of individuals to use the library are upheld. The staff is obligated to enforce these guidelines so that the facility can be used to the fullest by all persons. Questions regarding the interpretation of these guidelines will be referred to the Library Director or other staff member in charge.

General guidelines for handling problem patrons

- It is the patron's responsibility to maintain necessary and proper behavior standards in order to protect his/her individual rights and the rights and privileges of other patrons.
- Occasionally staff members may have to deal with patrons who violate the rights of others or who create a disturbance in the library. If a patron creates a disturbance, that patron may be restricted from the library and/or from the use of library services. If a patron is unwilling to leave after being instructed to do so by staff, staff reserves the right to contact the McFarland Police Department.
- An incident report of any incident involving theft, vandalism, illegal activity or major disruptive behavior will be filed with the Library Director as soon as possible after its occurrence.
- The Library Director, acting on behalf of the Library Board, may suspend the library privileges of any patron who willfully violates library regulations when the severity or continued occurrence warrants such action [Wisconsin State Statutes 43.52 (2)]. The Library Director will inform the Library Board of any such action taken.
- The person whose library privileges are suspended shall be advised in writing of the suspension and the reason(s) for such action. The offending person shall also be informed that the suspension may be appealed at the next regularly scheduled Library Board meeting.

Unattended children

- One of the primary missions of the library is to provide a variety of services for children of all ages. The library encourages visits by small children, and it is our desire to make these visits enjoyable for the child.
- "Unattended" means that the parent or caregiver is not in close proximity to the child. Library staff cannot be expected to assume responsibility for the care of unsupervised children in the library. The parent or caregiver is responsible for the children's behavior while in the library.
- All children ages six years and under must be in the company of a parent or responsible person (twelve years or older) while in the library. Even if the child is attending a program, it is required that the parent/caregiver remain in the library throughout the program.
- If it is determined that a child is lost or left unattended, a staff member shall bring the child to the Youth Services Librarian or other staff member in charge. An attempt will be made to identify and locate the parent or caregiver. It the parent/caregiver cannot be found, the child will be remanded to the care of the McFarland Police Department.

Borrowing Rules

Your Library Card

Apply at the library or download the form from the library website and turn it in at the circulation desk. You will need to show a photo I.D. and proof of your current address.

A new library card will be issued only if no immediate family member or person living in the same residence as the new patron has fines and/or damage charges over $10.00 or any lost material charges.

Library cards are honored at all Adams, Columbia, Dane, Green, Portage, Sauk and Wood county public libraries and beyond.

Lost cards cost $1.00 to replace.

Loan Periods

7 days: videos, DVDs, rental books
14 days: magazines, new adult fiction, software, music CDs and cassettes
28 days: books, audiobooks, kits

Renewals: most items can be renewed for an additional loan period, providing no one else has a hold on them.

Limits: there are no limits on the number of items a patron can check out, except that music CDs and DVDs are limited to 20 each at a time on a patron's card. The library system places a total limit of 100 items checked out at any one time on an individual's library card.

Audiovisual items require both a photo I.D. and library card when 20 or more items are checked out.

Fines

10¢ per day on most children's materials
25¢ per day on most adult materials and all software
50¢ per day on all videos, DVDs
$1.00 per day for out of system interlibrary loans

Interlibrary Loans

Patrons may use our Interlibrary Loan service to request items that are not available through LINK. A written ILL request form must be filled out. Ask a librarian for assistance at the circulation desk.

*Amended March 5, 2007; May 5, 2008; November 3, 2008; March 2, 2009.

Collection Development and Maintenance

Materials selected for the library collection are intended to meet the cultural, informational, educational and recreational needs of the citizens of the Village of McFarland and the surrounding area. The scope of the collection is intended to offer a choice of format, treatment, and level of difficulty so that most individual library needs can be met and service given to individuals of all ages without needlessly duplicating the resources available in other libraries in this area. The collection scope is intended to provide supplemental materials for individuals pursuing educational programs and a start or referral point for those seeking more advanced information or materials. The collection is not archival and is reviewed and revised on an ongoing basis to meet contemporary needs.

The purpose of this policy is to guide the library staff and to inform the public about the principles upon which selection decisions are made. A policy cannot replace the judgment of librarians, but stating goals and indicating boundaries will assist the library staff in choosing from the array of available materials.

One of the library's goals is the provision of materials which best meet the community's informational, recreational, and educational needs. Basic to this policy is the Library Bill of Rights adopted by the McFarland Public Library Board of Trustees on January 7, 1997.

Definitions

Materials: as it occurs in this policy has the widest possible meaning and will include all formats, print and non-print.

Selection: the decision that must be made either to add material to the collection or to retain or withdraw materials already in the collection. It does not refer to the guidance of an individual patron.

Objectives

The primary objectives of the library are to collect, organize, and make easily available materials of contemporary significance and of long-term value. The library will always be guided by a sense of responsibility to both the present and the future in adding materials that will enrich the collection. The library also recognizes an immediate duty to make available materials for enlightenment and recreation, even though such materials may not have enduring interest or value.

The final responsibility for selection lies with the Director. The Director delegates to designated staff members the authority to interpret and apply the policy in making day-to-day decisions. Unusual problems are referred to the Director and in exceptional cases will be presented to the Board.

Criteria for Selection

No item in the library collection can be indisputably accepted or rejected by any given guide or standard. However, certain basic principles can be applied as guidelines. Materials selected must meet one or more of the following criteria:

Current usefulness or permanent value.

Authority and competence of author.

Scope and comprehensiveness of subject treatment.

Clarity and accuracy of presentation.

Appropriateness to interests and skills of intended audience.

Relation to existing collection.

Relative importance in comparison with other materials on the subject.

Guidelines for Selection

The selection of materials for the library's collection does not constitute an endorsement of its content. The library recognizes that many materials are controversial and that any given item may offend some patrons. Selection decisions are not made on the basis of any anticipated approval or disapproval, but solely on the merits of the work in relation to the building of the collection and to serving the interests of the patrons.

Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Selection will not be inhibited by the possibility that materials may be accessible to use by children.

Library materials are not labeled or identified to show approval or disapproval of the contents and materials are not sequestered except for the purpose of protecting them from damage or theft. Patrons requesting that material be withdrawn from or restricted within the collection may complete a “Statement of Concern About Library Resources” form which is available in the library. Completed forms will be reviewed by the Director and referred to Library Board when necessary.

The library recognizes the purposes and resources of area libraries and will not needlessly duplicate materials. Interlibrary loan is used to secure from other libraries those specialized materials that are beyond the scope of the library's collection.

The library does not attempt to acquire textbooks or other curriculum-related materials except where such materials also serve the general public or where they provide information not otherwise available. Legal and medical works will be acquired only to the extent that they are useful to the general public.

The library always seeks to select materials of a varying complexity and format because it serves a community with a wide range of ages, educational backgrounds, interests, format preferences, and reading skills.

Gifts

The library welcomes gifts with the understanding that the same guidelines of selection are applied to donated materials as to those materials acquired by purchase. All gifts become the sole property of the E.D. Locke Public Library and the library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials. Gift materials

not added to the collection cannot be returned to the donor.

Gifts of money for the purchase of materials are also welcome. Selection of the materials will be made by the Director in consultation with the donor.

Maintaining the Collection
The collection shall be periodically examined for the purpose of removal, repair, or replacement of materials. The same criteria for selection of materials will be used for the removal of materials from the collection. Materials no longer useful to the library's collection will be sold or otherwise disposed of.

Adopted: January 7, 1997
Revised: December 7, 1999

Displays

BULLETIN BOARDS & BROCHURE RACKS

Purpose

The primary function of the bulletin boards and brochure racks located inside the Library is to provide information to Library users about events of a cultural, educational, or community service nature. Notices may be posted subject to the guidelines set forth in this policy.

Priorities

- Priority is given to Library-related notices.
- Notices will be accepted only from non-profit organizations.

Bulletin Board Posting Guidelines

- Posting of notices is limited by available bulletin board space.
- Notices must be left at the Circulation Desk for Library staff to post, and will normally be dated and posted within 24 hours on weekdays.
- Notices may not exceed 8 ½" x 11" in size and should be in "portrait" orientation.
- Appearance and content of notices must be suitable for display in a public service area.
- Notices will be displayed for as long as they are current, up to four weeks. The Library will not be responsible for returning materials.

Authority

Application of these guidelines will be based on the judgment of the Library Director. The decision of the Director may be appealed to the Library Board of Trustees.

DISPLAY CASE

- The Library provides a locked display case for Library-sponsored displays.
- The general purpose of the case is to display objects that complement the Library's in-depth crafts and hobbies materials collection.
- Library staff will initiate the displays and may request individuals or groups to provide display materials.
- Content, arrangement and duration of display must be approved by the Library Director or designated staff.
- Exhibitors are responsible for installing and removing exhibits according to arrangements made with Library staff.
- Pricing and contact information may not be displayed in the case, but contact information may be provided to Library staff to distribute to patrons who ask for it.
- Although reasonable security precautions will be taken by Library staff, the Library is not responsible for damage, loss or theft of exhibit materials loaned for display. All exhibitors will be required to sign a waiver to this effect.

OTHER DISPLAYS

Other displays that are non-Library-related, such as signs, banners and posters, will be considered on a case-by-case basis by the Library Director, designated staff and/or the Library Board of Trustees.

Adopted September 2, 2003
Revised February 6, 2006, January 4, 2010, May 3, 2010.

Donations

E.D. Locke Public Library encourages and appreciates donations of money, materials and other property from businesses, organizations and individuals, within the following guidelines.

Materials and equipment donations

Acceptance of donated materials and equipment will be determined by library staff, and must follow the mission and service philosophy of the library. Donated materials and equipment become the property of E.D. Locke Public Library, and may be given to other libraries and non-profit agencies, sold, traded or discarded at the discretion of library staff. Donated materials and equipment will not automatically be replaced if worn-out, damaged, lost or become obsolete.

Materials donation guidelines

E.D. Locke Public Library appreciates donations of "gently" used books, audio books, video recordings, software and music recordings to supplement the library's collection or for resale at the Friends' used book sales. Some items are added to the library's collection after an evaluation based on the Collection Development and Maintenance Policy. Most are placed in storage for the next used book sale, and some are discarded. Library staff members make decisions on the use of specific items. Donations are accepted year-round, during the library's open hours.

The library will not accept materials that are in poor condition, including those with mold, mildew, odor, insects, animal hair, stains, water damage, broken bindings, torn pages or covers, and hardcover books without dustcovers. Materials that have been stored in basements, attics or garages will not be accepted. Bags are preferred to boxes for donated materials. Library staff must inspect materials before they are accepted.

Some materials cannot be accepted because of their limited value to the library: textbooks and encyclopedias more than 5 years old; other books more than 20 years old; used workbooks and personal journals; Reader's Digest condensed books; newspapers; magazines (except cooking or crafts); phonograph records; personal cassettes and videos; audiovisual materials that don't work, are missing parts, or are not in their original containers. Some of these materials can possibly be donated to various thrift shops, charities or schools, or sold or recycled at used bookstores.

Monetary and memorial donations

Specific requests for monetary or memorial donations will need to be discussed with the library's director.

Monetary donations

Monetary donations are generally added to the library's Trust Fund, which is allocated by the Library Board for purchase of materials, equipment or programs that are too expensive or specialized for the operating budget.

Memorial donations
Memorial gifts of money, materials or equipment may be donated in honor of a friend or relative. Materials are marked with special bookplates. Library staff will be pleased to select appropriate titles in memory of a relative or friend.

Aesthetic donations
Aesthetic donations are those affecting the ambience or physical space of the library, such as artwork, furnishings, plants, landscaping, etc. Acceptance of aesthetic donations will be determined by the Library Board of Trustees, and must follow the mission and service philosophy of the library.

Aesthetic donations become the sole property of the library, and are not subject to any ongoing terms or conditions set by the donor, unless fully disclosed and agreed upon. Unless otherwise stipulated, the Library Board reserves the right to divest the library of an aesthetic donation, as it deems appropriate. A gift waiver transferring sole ownership of the donation to the library will be required.

The Library Board reserves the right to determine the location of an aesthetic donation within the library, as well as an appropriate honorary plaque for the donation.

Library staff will not estimate the value of any donation, or sign any statement of value; estimating value is the donor's responsibility. Upon request, library staff can provide a dated receipt stating a donation's description.

E. D. LOCKE PUBLIC LIBRARY

5920 Milwaukee St. ◆ McFarland, WI 53558
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MAJOR DONATION PROPOSAL AND AGREEMENT

Donor: **Phone:**

Address: **Email:**

Proposed donation (please describe history and physical details):

Reason for donation:

Proposed conditions or restrictions on donation (if any):

E.D. Locke Public Library encourages and appreciates donations from businesses, organizations and individuals, within the following guidelines:

- Acceptance of major donations will be determined by the Library Board, and must follow the mission* and service philosophy of the library.
- Donations become the sole property of the library, and are not subject to any ongoing terms or conditions set by the donor, unless fully disclosed and agreed upon. Unless otherwise stipulated, the Library Board reserves the right to divest the library of a donation, as it deems appropriate. A gift waiver transferring sole ownership of the donation to the library will be required.
- The Library Board reserves the right to determine the location of a donation within the library, as well as the appropriateness of an honorary plaque for the donation.
- Library staff will not estimate the value of a donation or sign any statement of value. Upon request, library staff can provide a dated receipt stating the donation's description.

The undersigned agrees to the terms described above:

_____ Date _____

Emergency

Emergencies can include, but may not be limited to, situations involving fire, winter storms, tornadoes, power outages and widespread illness.

Library staff will work with Village of McFarland staff to determine what special community services the library might be expected to provide in the event of an emergency.

The Library Director or designated staff will consult with the Library Board, Village of McFarland staff, library staff and/or public agencies to determine whether to keep the library open, restrict hours, restrict areas of the library, and/or restrict services provided. County or state directives to limit or close services will be followed.

Primary factors in making decisions during emergencies are minimum staffing levels and the health and safety of library patrons and staff.

The minimum acceptable staffing level is two staff members able to work at the circulation desk, as well as enough staff to keep up with shelving materials. An inability to maintain this level may result in one or more of the following:

1. Cancelling programs and/or meetings.
2. Reallocation of staff to provide essential services.
3. Restricting nonessential public services.
4. Reducing open hours.
5. Restricting areas of the library.
6. Closing the library.

Support services, especially those pertaining to facilities, technology, finance and personnel will be kept open as much as possible. The book drop will be kept open and cleared periodically as long as possible.

Reasonable attempts will be made to keep the public informed of changes in service levels through phone messages, the library website, posters, etc.

Overdue fines may be waived in the event of library closings.

Adopted April 7, 2008. Revised October 5, 2009

Group Study Rooms

Purpose of Rooms

2 study rooms are available to the public free of charge for the purposes of small group study and discussion.

Rooms are for use by 2-6 individuals at a time, or for a single individual if no groups are waiting.

Users must be 12 years of age or older. If under 12 years, user must be accompanied by a responsible adult.

Rooms are not intended for larger group pursuits, including social activities, or sales, club and business meetings.

No for-profit activities are permitted, with the exception of paid tutoring.

Room Reservations and Hours Available

Rooms are available on a first come, first served basis during regular library hours. A waiting list for the day will be kept if both rooms are occupied.

Use of study rooms must be arranged at circulation desk. Users must present a valid SCLS library card and sign in on signup sheet.

There is a maximum 2-hour limit. Time limits may be shortened during times of heavy demand at the discretion of library staff.

Room must be vacated 15 minutes prior to library closing.

Rules of Conduct

Users are required to adhere to all library rules and regulation.

Cell phones, food and drink are prohibited in study rooms, with the exception of bottled water that is kept covered at all times.

Noise must be kept to a minimum.

Study room furniture must not be rearranged, and furniture may not be brought in or removed from the rooms.

Items may not be affixed to the walls.

Materials may not be stored in the rooms before or after using them.

Messy craft projects are not allowed, i.e. use of paints, non-washable markers, glue, etc.

Office supplies cannot be requested from library staff.

Rooms must be thoroughly cleaned up after use.

Disregard of these guidelines may result in users being asked to leave the library or having study room privileges suspended.

Amended November 3, 2008.

Interlibrary Loan (Outside SCLS)

An interlibrary loan (ILL) is a request to borrow books or other materials from another library system or institution, if they are not available through South Central Library System (SCLS). Anyone who has a valid SCLS public library card may use this service.

ILL requests are accepted for most items that are not found in the SCLS library catalog, including books, magazine or newspaper articles, audiobooks, videorecordings and music recordings. Most libraries do not lend the following materials, so such items will likely not be available through ILL:

- computer software and games
- non-circulating or reference materials
- genealogical materials
- newspapers in original format (microfilm or photocopies of articles may be available)
- whole issues of magazines (photocopies of specific articles may be available)
- rare or valuable items
- items from special collections

Materials published within the last 6 months (with the exception of magazine and newspaper articles) may not be requested.

Entertainment sound and video recordings may not be requested from out-of-state.

Copyright law may limit the amount of material that may be photocopied. For example, E.D. Locke Public Library is limited to providing copies of no more than 5 articles from a specific journal or magazine per year.

There is no direct charge to the customer for interlibrary loan. However, borrowers are responsible for overdue charges ($1.00 per day) or any charges for lost or damaged items. All fines and charges on a borrower's library record must be paid before using the Interlibrary Loan service.

To request materials, a separate ILL request form for each item (available at the Circulation Desk) must be filled out as completely as possible and turned in to library desk staff.

Materials requested at E.D. Locke Public Library must be picked up at and returned directly to E.D. Locke Public Library. Interlibrary loan items do not go into the SCLS delivery system.

Delivery of interlibrary loan items can take from 2-8 weeks, depending on the location of the item, its availability at the lending library and the lending library's response time.

Patrons will be notified by phone or email when an interlibrary loan item is available for pickup or if we cannot obtain an item.

The loan period for all interlibrary loan materials is determined by the lending library, generally from 1-2 weeks. Some reference materials may be restricted to in-library use by the lending library, and may not be checked out for use at home.

Renewals of interlibrary loan materials are not allowed. An item may be requested a second time after an 8-week waiting period.

In order to balance the number of requests received, E.D. Locke Public Library will accept a maximum of 2 requests per week and a maximum of 25 requests per calendar year from any one person.

---Adopted May 5, 2008

Materials Circulation

All library materials (excluding reference materials, current issues of magazines, and newspapers) may be checked out by any resident of Wisconsin with a valid library card issued by E.D. Locke Public Library or any other Wisconsin public library, with the exception of those libraries in Milwaukee County.

In order for all patrons to receive efficient and accurate service, borrowers should present their library cards each time they check out or renew materials, or request library staff to place holds. An occasional exception may be made if a borrower can provide photo identification. Staff will verify address and phone number against the patron record. Use of a photo I.D. is not intended as a replacement for use of a library card. Repeated use of a photo I.D. instead of a library card will result in requiring purchase of a new library card or temporary loss of borrowing privileges.

Library materials are available to all patrons regardless of their age. Responsibility for the reading, listening, and viewing of library materials by children rests with their parents or legal guardians. Library materials are not labeled or identified to show approval or disapproval of the contents and materials are not sequestered except for the purpose of protecting them from damage or theft.

Selection of library materials is guided by E.D. Locke Public Library's Collection Development and Maintenance Policy. The library will reconsider any material in its collection upon written request of a patron. A form will be provided for this purpose.

Loan Periods

Loan periods for library materials may vary according to the collection. Notice of date due shall appear on a printed receipt.

Fines

Fines for overdue materials and replacement charges for lost or damaged materials are adopted by the Library Board. These fines and charges are reviewed annually.

Interlibrary Loan

Materials borrowed through interlibrary loan from outside of South Central Library System may have difference loan periods and overdue fines, and must be returned directly to E.D. Locke Public Library.

Damaged Materials

Patrons are responsible for any damage to library materials incurred after they have been checked out to them. If the damage cannot be repaired, the patron will be assesses a replacement charge.

All library materials (excluding interlibrary loan items from outside of South Central Library System) may be returned either to E.D. Locke Public Library or to any public library in the South Central Library System.

E.D. Public Library assumes no responsibility for any damage to patrons' equipment while used in conjunction with library audio-visual materials. ---Adopted November 5, 2002

Meeting Room

Introduction

E.D. Locke Public Library provides space for meetings in its community meeting room. The purpose for providing space for community meetings is to further the library's role in the community as the information resource center and as a recreational resource outlet accessible to all residents. In carrying out this role, meeting rooms are for use primarily by the library and by organizations affiliated with the Library, such as the Library Board and Friends of the McFarland Library. However, the meeting room is also a community asset, and the Library Board wishes to encourage its use by area community groups when not in use for Library functions.

Description of Room

The community meeting room can accommodate up to 50 seats theater-style or 35 seats conference-style. Maximum room capacity is 134.

Along with 12 tables and 50 chairs, the following items are available for use: projector and screen, TV/VCR/DVD player, podium, microphone and white board.

A kitchenette is available off the meeting room, with a small refrigerator, microwave and sink.

Restrictions on Use

Smoking or use of alcoholic beverages is not permitted.

The meeting room may not be used for activities prohibited under local, state, and/or federal law.

The meeting room may not be used for programs involving sale, advertising or promotion of commercial products and services, unless they are library-sponsored and approved by the Library Director or a designated staff member.

The meeting room may not be used for private social functions, such as showers, birthday parties, dances and the like.

No programs are permitted which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

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

Library staff will not relay messages to people attending meetings, except in emergencies.

No signs, posters, displays, etc. promoting a meeting may be placed anywhere in the library or on its premises without approval of the Library Director or a designated staff member.

No soliciting or canvassing of library patrons is permitted.

All programs for groups comprised primarily of people under age 18 require the presence of a responsible adult at all times. Parents of children under age 7 must remain in the library building for the duration of the meeting and retrieve their child immediately at the end of the

meeting. This provision also applies to any adult who may bring the children of friends or relatives, etc. to a meeting. Children left anywhere in the library unsupervised by a responsible adult shall be subject to the provisions of the library's Unattended Children Policy.

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

Reservations for Rooms
Priority will be given as follows: 1. Library-sponsored programs, 2. Library Board, 3. Friends of the McFarland Library, 4. Library-related programs, 5. Other Village of McFarland governmental units. 6. Community and other not-for profit groups presenting programs or meetings of an informational, educational, cultural, or civic nature.

An application form, available at the circulation desk or online, must be filled out and turned in.

Applications must be turned in no later than the Friday before the week in which a reservation is requested (Monday-Sunday), to avoid confusion and facilitate smooth scheduling.

Applications are considered on a first-come, first-served basis within 7 days after receipt of application.

Applications are accepted up to four months in advance.

Groups will be limited to two reservations per month.

Cancellations
24-hour notice of meeting cancellation is required by phone or in person. Because the meeting room is a community resource, repeated failure to give advance notice will result in denial of future requests.

In the event of a cancellation, the group's leader is responsible for notifying group members.

The library reserves the right to cancel a reservation by the general public with 2 weeks' notice whenever the room is needed for library purposes.

In the event that the library is unexpectedly closed, meetings scheduled during that time will be cancelled.

Hours Available
The meeting room is available from 7:30 a.m. – 10:00 p.m. Monday-Friday, 9:10 a.m. – 10:00 p.m. Saturday, and 11:45 a.m. – 10:00 p.m. Sundays. Meetings that extend after library open hours must begin during library open hours.

Library staff will not be available for assistance before and after library open hours.

Library open hours are as follows: Monday-Thursday 9:30 a.m. – 8:00 p.m., Friday-Saturday 9:30 a.m. – 5:30 p.m., and Sunday 12:00 – 3:00 p.m.

At the discretion of the Library Director or designated staff, certain time slots may not be made available if there is expected heavy use of the library and its parking lot.

Fees and Admission Charges
No fees will be charged by the library for use of meeting room; however, voluntary donations are appreciated to defray costs of maintaining the room.

Groups using the meeting room may not charge admission or solicit donations. Possible exceptions may be made for a program or educational course requiring a registration fee or tuition. Exceptions may also be made for library-sponsored author, musician or artist visits, where the program provider may offer materials for sale.

Use of Facilities
Parking: The first priority for use of parking lot spaces is for individuals using the main library. Persons using the meeting room should park their vehicles outside the library parking lot, unless mobility concerns prevent them from doing so.

All programs must be open to any member of the public. Library staff may attend or observe any program at any time.

Meeting room users are responsible for their own setup and for putting the room back in order at the end of the meeting.

Meeting rooms should be left neat and clean. A vacuum is available for cleaning. Groups will be charged for damage to room or equipment beyond normal wear and tear.

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

Light refreshments may be served, but cooking is prohibited. Food and beverages with high stain potential, such as mustard, red kool-aid or grape juice, are prohibited. Dishes and utensils, as well as consumable products, must be provided by the group. Groups are expected to leave the kitchen area clean and orderly.

Food and drink from the meeting room is not allowed outside of the room.

The meeting room is handicapped accessible. Rest rooms are located across the lobby from the meeting room.

Use of Equipment
The library does not provide personnel to operate AV equipment.

Disclaimers
The Library Board and staff do not assume any liability for groups or individuals attending a meeting at the library.

The library is not responsible for any equipment, supplies, materials, clothing, or other items brought to the library by any group or individual attending a meeting.

The fact that a group is permitted to meet at the library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or Library Board. In any public announcement, the meeting room user may not use the library's name in such a way that it may be inferred that the library is the host or sponsor of the scheduled meeting.

Revised March 3, 2008, June 2, 2008, November 3, 2008, July 6, 2009, October 5, 2009. Revised March 1, 2010.

Mission Statement

The mission of E.D. Locke Public Library is to provide high quality materials and services to fulfill the informational, recreational, educational and cultural needs of the entire community in an atmosphere that is welcoming and respectful.

---Adopted October 7, 2003

Overdues/Fines/Billing

Overdue Notices/Bills

A bill with a statement of replacement charges will be sent 29 days after the library materials are due if they have not been returned.

Fines

Fines will be charged for overdue library materials according to a separate schedule adopted by the Library Board. This schedule is to be reviewed annually. The maximum fine is determined by materials type.

Replacement Charges

Replacement charges for lost or damaged materials are based on their current retail cost.

Patrons will be issued receipts when they pay for lost or damaged materials.

No refunds will be made for materials returned more than six months after the date the item was given "Lost" status in the online catalog.

If the library has already purchased a replacement for a lost or damaged item, no refund will be given.

Refunds will be for the amount paid less any incurred fines. Incurred fines will be adjusted to be not more than $1.00 less than the amount paid for the lost item.

Replacement of lost or damaged items by patrons is discouraged, and any exceptions must be approved by the Library Director or designated staff. If a replacement is allowed, the replacement must be a new and exact match of the lost item, and patrons are still liable for any overdue fines or processing fees the library may assess.

Borrowing Privileges

Library privileges will no longer be extended to anyone having outstanding charges against his/her card in excess of $10.00, until such charges have been paid or the materials have been returned.

No library cards will be renewed for anyone who has fines or lost materials charged to his/her previous library card until such charges have been paid or materials have been returned.

If an immediate family member or person living in the same residence as a patron has excessive fines or lost/damage charges, the Library Director has the discretion of limiting checkout privileges to age-appropriate materials only and/or limited quantities of materials.

Revised: December 3, 2002; October 2, 2006; November 3, 2008.

Privacy of Library Records and Library Use

E.D. Locke Public Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the E.D. Locke Public Library Board supports the principle of freedom of inquiry for library patrons, and has adopted this policy to protect against the unwarranted invasion of the personal privacy of library users.

Legal requirements

The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80).

Under Section 43.30, library records which indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may *only* be disclosed:

- with the consent of the individual library user, or
- by court order, or
- to custodial parents or guardians of children under the age of 16, or
- to persons acting within the scope of their duties in the administration of the library or library system, or
- to other libraries (under certain circumstances) for interlibrary loan purposes [see ss. 43.30(2) and (3)].

Wisconsin's Personal Information Practices Act (Sections 19.62 to 19.80) requires all state and local government organizations (including public libraries) to develop procedures to protect the privacy of personal information kept by the organization. Libraries (and all other government organizations) are required to develop rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. Libraries are also required to ensure that employees handling such records "know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws."

Records indicating the identity of library users include a library user's name, physical image, library card number, social security number, telephone number, street address, post-office box number or 9-digit extended zip code.

Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information, as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the five exceptions provided by Section 43.30 (see above).

Rules to be followed by library staff

As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:

- disclosure to staff members of E.D. Locke Public Library, and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
- disclosure as authorized by the individual library user
- disclosure to custodial parents or guardians of children under the age of 16 [ss. 43.30(4)] (see below for handling of requests from custodial parents or guardians)
- disclosure pursuant to court order (see below for handling of different types of court orders)
- if someone's life or safety is at risk, library records may be released to appropriate individuals or officials without a court order [1].

Library staff must refer all requests for library records and all requests for information about particular library users to the library director or the library director's designee.

Library staff is not allowed to share information about use of library resources and services by identified library patrons except as necessary for the performance of their job duties and in accordance with procedures approved by the library director and/or board.

Handling requests from custodial parents or guardians of children under the age of 16
Requestor must be the child's "custodial parent," defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will request identification. If the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).

The staff may then grant the request or refer the request to the Library Director or designee.

The Library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and / or Library Board. If the Library staff denies a request, the requester can appeal in writing to the Library Board.

Normal photocopy/printing charges will be assessed to the requester for copies of records provided.

Handling of court orders
[Note: All search warrants are court orders, but *not* all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]
If a law enforcement officer (or anyone else) brings a **subpoena** directing library staff to produce library records:

Notify the library director, or if the director is not available, notify the highest-ranking staff person on duty.

The library director or the highest-ranking staff person should ask the municipal attorney (or library counsel) to review the subpoena.

If the subpoena has any legal defects, require that the defects be cured before records are released.

If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.

Follow legal counsel's advice for compliance with the subpoena.

If law enforcement officers bring a court order in the form of a **search warrant**:

A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request to delay the search.)

Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

If FBI agents bring a court order in the form of a **search warrant issued under the Foreign Intelligence Surveillance Act (FISA)**:

A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the library.

Request that the law enforcement officers wait until the municipal attorney (or library counsel) is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (The law enforcement officials are *not* required to accede to your request.)

Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.

It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).

Public Computer Acceptable Use

Library Mission

E.D. Locke Public Library provides access to a broad range of information resources through the Internet. We make these services available as part of our mission to fulfill individual informational, educational, and recreational needs. The library strives to serve people of all ages at all levels of need and considers its endorsement of the Library Bill of Rights and the Freedom to Read documents to apply to the use of electronic information. The library also upholds public access to information in accordance with the provisions of the Constitution of the United States.

Disclaimer

The Internet offers access to ideas, information, and commentary from around the world that can be personally, professionally and culturally enriching. However, not all sources on the Internet are accurate, complete, or up-to-date. The Internet is a global entity that does not fall under the control or governance of any single agency, government or organization. The availability of networked information via library terminals does not constitute the library's endorsement of the content of that information. The library does not warrant information found on the Internet to be accurate, authoritative, factual, timely or useful for patrons' purposes.

It is possible that a patron may access information that they find personally offensive or disturbing. If a patron believes that information obtained via library terminals is inaccurate or offensive, the patron should contact the original producer or distributor of the information.

The Library does not select the material on the Internet and has no means or statutory authority to assure that only constitutionally protected material is available on the Internet. The authority to determine what is illegal content rests with the courts as defined in Wisconsin and federal statutes.

Access, use, or dissemination of information via the Internet in the Library is the responsibility of the user. In the case of minors, it is a joint responsibility of the user and the parent or guardian. Because parents or guardians may feel that information available through the Internet is not suitable for viewing by children in their care, supervision is advised.

Supervising Children's Use

The public library, unlike schools, does not serve *in loco parentis* (in place of a parent). Librarians cannot act in the place of parents in providing constant care and supervision of children as they explore the Internet. E.D. Locke Public Library supports the right for each family to decide what is appropriate Internet use for their children. The responsibility for what minors read or view on the Internet rests with parents or guardians.

The following are recommended guidelines for parents and guardians to ensure that children have positive experiences, whether at home or in the library:

- Use the Internet as a family. Join your children in Internet exploration.
- Tell your children about sites you consider inappropriate and why.
- Encourage your children to use sites recommended on the library's website.
- Provide your children with guidelines for Internet use (amount of time, etiquette, safety issues including email and chat rooms).
- Instruct children to NEVER give out personal information online (name, address, phone number, password, credit card number).

- Teach children to be good online consumers. As with print information, consider the source, date, and accuracy of online information.

Library Assistance
As it does with other library resources, the library staff will provide *basic* training on *the use of* electronic resources. It will also make information available to help parents and guardians in the efforts to exercise their rights and responsibilities regarding their children's use of electronic resources. Parents and children are encouraged to start their exploration of the Internet with the library's website and Reference Links on the Youth Programs page. Parents/guardians and children are also encouraged to read Child Safety on the Information Highway (http://www.safetykids.com/child_safety.htm), jointly produced by the National Center for Missing and Exploited Children and the Interactive Services Association.

Guidelines for Computer Use
The library staff may impose restrictions, such as time limits, on the use of library equipment. While respecting the individual user's right to privacy, library staff reserves the right to monitor use of computer workstations to ensure compliance with this policy.

If an individual or group of Internet users creates a disturbance that limits the effective use of the library by others, they will be asked to correct their behavior, disband, and/or leave the building as appropriate. Violations of the rules outlined in this policy may result in the loss of computer privileges. The duration of suspension depends on the severity and frequency of the unacceptable behavior, and is determined by the Library Director.

Computers are available only during open library hours. Computers can be scheduled either on a walk-in basis or up to one day in advance.

Users seven years or younger must be accompanied by a parent, legal guardian, caretaker or sibling over 12 years of age when using a computer.

Computers in the Children's Library are intended for use by children age 12 and younger. Adults supervising young children may use them as well, but children have first priority. Although the children's Internet computer is filtered, supervision of children's use is still advised, as no filter is 100% effective.

Computers in the Children's Library are available for 30-minute time slots.

Most of the adult computers are available for 60-minute time slots. An individual user may use a computer for up to 90 minutes per day if no one else is waiting.

The adult Word Processing computer is available for 120-minute time slots. An individual user may use this computer for up to 180 minutes per day if no one else is waiting.

The adult Internet Express computers *have* a 15-minute time limit per day per user. Game-playing is not allowed on these computers.

A library card is required for use of the computers. Library staff will not look up library card numbers for computer use.

Library cards are not transferable between patrons; the patron using the computer must use his/her own card and not someone else's.

Users assume responsibility for personal belongings during computer use. Personal belongings should not be left unattended.

The library will not be responsible for injuries or damages to storage media or headphones resulting from computer use.

Users may not use their own software, hardware or peripherals, but flash drives and headphones may be used.

Documents, files or programs may not be saved or downloaded to the hard drive or desktop of the Library's computers. They may be saved to a floppy disk or flash drive belonging to the user. Formatted floppy disks may be purchased for $1.00 at the library circulation desk.

Users should respect the privacy and space of other users by not moving chairs or looking at others' monitors.

Legal and Acceptable Uses

The library's computers may be used only for legal purposes. Users of all ages must abide by the following restrictions. Unacceptable uses include, but are not limited to the following:

Transmitting threatening or harassing materials.

Libeling, slandering or maliciously offending other users.

Not respecting the privacy of others by misrepresenting oneself as another user.

Attempting to modify or gain access to files, passwords, or data belonging to others.

Attempting to crash, degrade performance of or gain unauthorized access to the library's computer systems and networks.

Modifying or damaging equipment, software or data belonging to the library or other users.

Exposing children to harmful materials. *Sec 948.11 of the Wisconsin Statutes,* among other things, makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to the prurient, shameful or morbid interests of children, are patently offensive to prevailing adult standards regarding materials suitable to children, or lack serious literary, artistic, political, scientific or educational value for children.

Intentionally sending, receiving or displaying text or graphics that are considered inappropriate for public viewing.

Illegal uses of the computers may also be subject to prosecution by local, state or federal authorities.

Copyright
U.S. Copyright law (Title 17 US Code) prohibits the unauthorized reproduction or distribution of copyrighted material, except as permitted by the principles of fair use. Users may not copy or distribute electronic materials, including electronic mail, text, images, programs, or data, without explicit permission of the copyright holder. Any responsibility for the consequences of copyright infringement lies with the user. The library expressly disclaims any liability or responsibility resulting from such use. The library expressly disclaims any liability or responsibility arising from access to or use of information obtained through its electronic information systems, or any consequences thereof.

Re-evaluation of Public Access Computer policy
This policy will be reviewed and amended, if needed, on at least an annual basis.

Revised and adopted December 2, 2003; May 1, 2006; August 7, 2006; March 3, 2008.