

Brewer Public Library Policy

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I. Mission and Goal Statements

A. Mission Statement

The mission of the Brewer Public Library is to provide access to informational, educational, cultural and recreational library materials and services in a variety of formats and technologies; to be responsive to the public library needs of the community and area served; and to uphold the public's freedom of access to information.

B. The general library goals of the Brewer Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the above area such books, periodicals, pamphlets and other services as will address their needs to:
 - a) Become well informed
 - b) Locate answers to important questions
 - c) Cultivate the imagination and creative expression
 - d) Develop skills for career and vocational advancement
 - e) Enjoy leisure by means of reading and other media services and technology
3. To acquire the means to provide the most frequently requested material locally upon demand.
4. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
5. To strive consistently to discover new methods and improvements for better service for the library's customers.
6. To review regularly these goals of the Brewer Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

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

III. Patron Responsibilities and Conduct

The Brewer Public Library has adopted these rules of conduct to provide a safe, comfortable environment in our library to promote a worthwhile and satisfying library experience for all of our patrons. Library patrons are expected to follow all Library policies, including these Rules of Conduct. Failure to do so may result in expulsion from the Library and/or loss of library privileges.

A. Applicable Laws and Ordinances

We expect all of our library patrons to abide by the laws of the United States and the State of Wisconsin; the ordinances of Richland County; and the ordinances of the City of Richland Center while at the Library.

B. Rules of Courtesy

1. For the most effective use of the library for all, we expect our library patrons to observe normal rules of common courtesy towards each other and the library staff. Library patrons who are not courteous to others will be asked to end their behavior or leave the library. Disruptive patrons will be given a warning. If the behavior persists, the offending patron will be asked to leave the library. If the patron is a minor, (s)he may wait by the main entrance until a parent or guardian arrives.
2. Use of cellular telephones is restricted to the lobby areas.

C. Prohibited Activities in the Library

1. Interfering with other patrons' ability to reasonably use the Library.
2. Abusive or threatening language and actions, or harassing the patrons or staff.
3. Interfering with other patrons' reasonable expectation of privacy.
4. Smoking

5. Using or possession of: illicit drugs, firearms, weapons, alcoholic beverages in or on library property.
6. Bringing food or beverage into the stacks.
7. Leaving children under the age of 6 unattended or unsupervised. Children under 6 must be accompanied by an adult or caregiver aged sixteen or older.**
8. Failure to wear shirt or shoes.
9. Clothing causing you to be indecently exposed.
10. Making loud or disturbing noises.
11. Jumping, running, or climbing.
12. Bringing pets or other animals into the library, with exception of service animals or as part of a sanctioned Library program.
13. All bags and other articles are subject to inspection by Library Staff upon request.

** “Unattended” or “unsupervised” means that a parent or guardian is not in close proximity to the child inside the library. For your child’s safety, parents are responsible for their children’s behavior while in the library, not the Library Staff.

IV. Services of the Library

A. The library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the area served. The library should endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other area agencies and organizations.
5. Secure information beyond its own resources when requested.
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.

8. Maintain a balance in its services to various age groups.
 9. Cooperate with, but not perform the functions of, school or other institutional libraries.
 10. Provide service during hours which best meet the needs of the area served, including evening and weekend hours.
 11. Regularly review library services being offered.
 12. Use media and other public relations mechanisms to promote the full range of available library services.
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V. Responsibilities and Authorities of the Library Board

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

The Brewer Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers and Friends

The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Brewer Public Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the communities it serves.

A library friends group is a formal 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 operations of the library.

VII. Personnel Policy

A. Management Policy:

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in Wisconsin Statutes, Chapter 43.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The library board shall provide an effective orientation for new directors to assure that the director understands
 - a) The policies and processes related to the daily operation of the library,
 - b) Reporting and budgetary requirements that assure accountability and compliance with the law
 - c) The expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings
 - d) Rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
3. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and finalized for implementation.

B. Administrative Policy:

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner, present monthly reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall hold regular meetings with staff and/or volunteers to enable smooth operation of the library.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteers.

5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.
8. The director will keep the Board informed of the physical needs of the library building.
9. The director will inform the Board of any equipment needs.

C. Salaries (Refer to Richland Center City Employee Policy)

D. Health Insurance Policy (Refer to Richland Center City Employee Policy)

E. Vacation Policy (Refer to Richland Center City Employee Policy)

F. Holiday Policy (Refer to Richland Center City Employee Policy)

G. Sick Leave (Refer to Richland Center City Employee Policy)

H. Leave of Absence (Refer to Richland Center City Employee Policy)

I. Bereavement Leave (Refer to Richland Center City Employee Policy)

J. Military Leave (Refer to Richland Center City Employee Policy)

K. Jury Duty (Refer to Richland Center City Employee Policy)

L. Work Schedule Policy (Refer to Richland Center City Employee Policy)

M. Meetings, Conventions, and Workshops:

The director, staff and trustees attending continuing education opportunities to aid the library shall be allowed expenses at the discretion of the library board according to the amount appropriated in budget for such. The director, staff and trustees are encouraged to attend and participate in continuing education activities.

N. Disciplinary Policy (Refer to Richland Center City Employee Policy)

O. Resignation and Retirement Policy (Refer to Richland Center City Employee Policy)

P. Grievance Procedure (Refer to Richland Center City Employee Policy)

Q. Equal Opportunity Employment Policy (Refer to Richland Center City Employee Policy)

R. Drug-Free Workplace Policy (Refer to Richland Center City Employee Policy)

S. Sexual Harassment Policy (Refer to Richland Center City Employee Policy)

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Brewer Public Library is to provide all individuals in the service area with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet service area interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The *Library Bill of Rights* and *The Freedom to Read Statement* have been endorsed by the Brewer Public Library Board of Trustees and are integral parts of the policy. (See Appendix)

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

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director, who operates within the framework of the policies determined by the Brewer Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, the director must be available to answer to the library board and the general public for actual selections made.

C. Criteria for Selection

The Brewer Public Library recognizes that some services or 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. Responsibility for choosing what

an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community.

To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The library actively strives to ensure the materials representing many differing views and a broad diversity of human thought and creativity are represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

1. General criteria:

- Existing collection needs
- Relevance to community needs
- Customer demand
- Significant or reputable author or publisher
- Attention of critics and reviewers
- Important human or social insight
- Representation of current ideas, events, or norms

2. Criteria for non-fiction works:

- Accurate, clear, and logical presentation
- Comprehensive and complete treatment
- Author's qualifications
- Of lasting value or current need
- Original point of view

3. Criteria for fiction works:

- Vitality and originality
- Artistic presentation or experimentation

Well-developed plot and characterization
Authentic setting
Representation of important genre or trend

- 4. Criteria for non-print works** (in addition to the criteria for fiction or non-fiction)
 - Good technical production
 - Good sound/image quality
 - Good performance quality
 - Provides a presentation that is effectively delivered by the specific format
 - Licensing/copyright compatibility with library use
- 5. Selection may also be limited by the following factors:**
 - Physical limitations of the building
 - Price and format
 - Availability of low-demand materials in other library collections
- 6. Selection of library materials will not be influenced by:**
 - The possibility that they may come into the possession of children or young adults
 - The liability of materials to theft or mutilation.

D. New Formats of Materials

New formats shall be considered for the collection when, by industry report, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections

E. Interlibrary Loan

Interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Brewer Public Library agrees to lend its materials to other libraries through the Wisconsin interlibrary loan network.

F. Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information, the director can dispose of them as he/she sees fit. The same criteria of selection which are applied to purchased materials are applied to

gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Brewer Public Library encourages and appreciates gifts and donations.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items if requested by the donor.

All items donated to the library become the property of the library, which has no obligation to retain ownership of the item(s).

The Brewer Public Library does not accept for donations: stuffed animals, clothing, etc.

G. Weeding

An up-to-date, attractive, and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

H. Challenged Materials or Services or Operations

The choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration of their selection, a "Statement of Concern About Library Resources or Services or Operations" (See Appendix) has been developed to assure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the selection policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

I. Procedure for Reconsideration of Material

1. A "Request for Reconsideration" (see appendix) must be completed and returned to a staff member at the appropriate service desk. The form will be given to the head of that department, who will forward a copy of the form to the Library Director. The Director may respond in writing to the individual, advising him/her that there will be reconsideration of the item and enclosing a copy of the "Materials Selection Policy of the Brewer Public Library."

2. The Director and the department head will then make a decision regarding the disposition of the material. The Director will communicate this decision, along with the reasons for it, in writing to the individual who initiated the request. During the review process the item(s) under consideration will remain in circulation.

If the individual desires further action; he/she may appeal in writing to the Library Board of Trustees, requesting a hearing before the Board. If a hearing is granted, the individual will be notified of when he/she may address the Board. The Board of Trustees reserves the right to limit the length of presentation and number of speakers at the hearing. The Board will determine whether the request for reconsideration has been handled in accordance with stated policies and procedures of the Brewer Public Library. On the basis of this determination, the Board may vote to uphold or override the decision of the Director.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

As ADULT APPLICANT or Parent of APPLICANT UNDER 16, my signature shows that I agree to be responsible for: all materials issued to the cardholder, unless it was already reported lost or stolen to SWLS; to pay for lost/damaged items; to obey library rules; and to notify SWLS of cardholder's name/address changes.

Signature _____

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent non-personal piece of mail may be acceptable.

Applicants under 16 years of age must have a parent or guardian give their consent on the application form before a new card can be issued.

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement. There is a nominal replacement fee of \$1.00.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

C. Loan periods

1. 3 weeks for books and audio-books.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Materials may be renewed twice if there is not a waiting list for the title. This can be done by phone, online or in person.
5. Current issues of periodicals do not circulate.
6. Non-current periodicals may be checked out for three weeks and may not be renewed.
7. One week for compact discs.
8. One week for videocassettes and DVD's.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

There is no limit on the number of items a patron can borrow at one time, with the exception of videocassettes, DVD's and music CD's.

D. Reserves

Reserves may be placed by patrons either in person or over the phone or online. Patrons will be notified by email or telephone when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Fines and charges

As of June 1, 2013, the Brewer Library will institute the following procedure for dealing with overdue library materials. This is being done to better serve the public and to keep the amount of staff time involved to a minimum.

F. Grace Period:

There is no fine charged when library materials (except videocassettes, DVD's, and CD's) are kept up to seven days beyond the due date. For those media, this period is two days. After this grace period, the fine is 10 cents (50 cents for videos, DVD's and CD's) each day.

G. Overdue notices:

When any borrowed item becomes three weeks overdue, an overdue notice is sent by mail. When any borrowed item becomes six weeks overdue, a second notice is sent. Included in the second notice is the statement of a charge made if the item is lost.

The library patron can pay the fine for lost materials at any time. If these materials are later found and returned, the patron will receive a refund of the fine minus the regular overdue fine.

If the borrowed material is still not returned, or is returned without payment of an overdue fine, library staff will, as time allows, send the borrower a letter. This letter will state the amount of money owed plus an excerpt of the Wisconsin Statute which deals with this problem.

No books or materials may be checked out to individuals who have received a third notice until materials are returned and/or total amount if fines are over \$5.00.

H. Damaged materials

If materials are damaged, so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost. A notice of these charges will be sent to the borrower.

I. Confidentiality

As specified in Wisconsin Statutes 43.30, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3).” (See Appendix “Privacy Policy”)

The Brewer Public Library adheres strictly to all sections of this Statute regarding the protection of the confidentiality of its users.

X. Reference Service Policy

The Brewer Public Library:

- 1.** 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.
- 2.** 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).

3. 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.

4. May refer library users to other agencies and libraries in pursuit of needed information.

5. 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 service area an informational, entertaining or cultural experience.

Programming includes such activities as story times, 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 Brewer 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 service area 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.

D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

Computers are available to patrons on a first-come, first-served basis. There is no charge for use of the computers; however, in order to make the service available to as many patrons as possible, the time limit is 60 minutes per day. Library staff is available for general assistance in using the computer. However, staff are not expected to train patrons in the use of application programs.

A printer is available. Printer paper will cost \$.20 per sheet and must be paid for at the conclusion of a session. Additionally there is a color printer available to use at the cost of \$1.00 per sheet.

A photocopy machine is available to patrons who wish to copy materials at the rate of \$.20 per page (Back sides of paper).

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user. Additional equipment may be borrowed as per special arrangement.

XIV. Internet Use Policy

The Brewer 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.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 16 years of age, along with a parent or guardian, must sign the Internet Use Agreement. All users must sign up prior to beginning their session.

A. Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette.

Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

B. Warnings:

The Internet is a decentralized, unmoderated global network; the Brewer Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

B. Guidelines:

1. Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs.
2. Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals.
3. Internet use is offered in sixty (60) minute sessions on a first-come, first-served basis; each user is allowed one session per day.
4. Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use if for illegal purposes.
5. Users will respect the rights and privacy of others by not accessing private files.
6. Users agree not to incur any costs for the library through their use of the Internet service.
7. Users shall not create and/or distribute computer viruses over the Internet.
8. Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters.

Users shall not send, receive, print or display text or graphics that are obscene or illegal as defined by section 944.21 of the Wisconsin Statutes. (See Appendix).

XV. Meeting Room Policy

The room is available to individuals or organized groups in the Library service area. Exceptions may be made by the Library Board if the Board deems extenuating circumstances are involved. 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 Board.

1. The room may be reserved no more than ninety days in advance.
2. It is understood that library programming will have first priority in room use.
3. There will be a charge for use of the meeting room.
4. No admission may be charged by the group.
5. Refreshments may be served and shall be provided by the group. No smoking is allowed.
6. The people using the room shall leave it in neat, clean, orderly condition; if not, the group/individual will be given notice that continued offense will result in denied access to the meeting room.
7. 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.
8. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library.

XVI. Displays and Exhibits Policy

As an educated and cultural institution, the Brewer Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

The Library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

XVII. Public Notice Bulletin Board Policy

Bulletin board materials may be submitted for posting by organizations or individuals for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director may approve all postings and may prohibit postings which do not meet library standards. Library staff will place and remove postings promptly. Each item posted must be dated and signed. The library will not be responsible for returning posted materials.

XVIII. Disasters Policy

A. Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by 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 judgment 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.
AED is available in Main Lobby.

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 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/ Tornados/ Severe Weather

The Library will follow the recommendation and actions of the city (or village) 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.

In the event of severe weather, gather in the center room on the lower level.

XIX. Revision of Library Policies

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

Adopted: _____

XX. Appendices

AA. Form: Request for Reconsideration

Brewer Public Library

Request for Reconsideration

The Library values your opinion. If you have an objection to library materials, please complete this form indicating as clearly and legibly as possible the nature of your concern. Please use reverse side of this form if you need additional space for your answers. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

YOUR NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ (home/cell) _____ (work)

1. LIBRARY MATERIAL(S) CONCERNED:

- | | |
|--|---|
| <input type="checkbox"/> Book | <input type="checkbox"/> Video |
| <input type="checkbox"/> Magazine/Newspaper | <input type="checkbox"/> Other Audiovisual Material |
| <input type="checkbox"/> Library Program/Display | <input type="checkbox"/> Other |

2. TITLE: _____

AUTHOR OR PRODUCER _____

3. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION? _____

4. HAVE YOU EXAMINED THE MATERIAL COMPLETELY? _____ YES _____ NO

5. PLEASE COMMENT ON THE ITEM AS A WHOLE AS WELL AS BEING SPECIFIC ABOUT THOSE MATTERS THAT CONCERN YOU. _____

6. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE IN REGARD TO THIS ITEM? _____

7. DO YOU HAVE SUGGESTIONS FOR OTHER MATERIALS THAT THE LIBRARY SHOULD CONSIDER ON THIS SUBJECT? _____

YOUR SIGNATURE _____ DATE _____

AB. Form: Internet Use Agreement

Brewer Public Library

INTERNET USE AGREEMENT

Brewer Public Library upholds the right and responsibility of parents to determine and monitor their children's use of all library materials and resources, including the internet. Currently, the internet is an unregulated medium. It offers access to a wealth of material that is personally, professionally, and culturally enriching to individuals of all ages, but it also enables access to some materials that may be offensive and/or illegal. Children under 18 years of age will not be able to use the Internet without a parent's signature.

I give permission for my daughter/son _____, date of birth _____, to use the internet at Brewer Public Library.

Parent or Guardian's Signature _____ Date _____

AC. Code of Ethics of the American Library Association

- I. We provide the highest level of services to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's rights to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

AD. Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

Books and other library resources should be provided for the interest, information, and enlightenment of all people of the area the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.

A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

AE. The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label “controversial” views, to distribute lists of “objectionable” books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens. We trust Americans to recognize propaganda and misinformation, and to make their own decision about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them.

We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy. Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings. The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

It is not in the public interest to force a reader to accept with any expression the prejudgment of a label characterizing it or its author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and inoffensive.

It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support. We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.

AF. Wisconsin State Statute 944.21

944.21 Obscene material or performance.

The legislature intends that the authority to prosecute violations of this section shall be used primarily to combat the obscenity industry and shall never be used for harassment or censorship purposes against materials or performances having serious artistic, literary, political, educational or scientific value. The legislature further intends that the enforcement

of this section shall be consistent with the first amendment to the U.S. constitution, article I, section 3, of the Wisconsin constitution and the compelling state interest in protecting the free flow of ideas.

“Community” means this state.

“Obscene material” means a writing, picture, sound recording or film which: The average person, applying contemporary community standards, would find appeals to the prurient interest if taken as a whole; under contemporary community standards, describes or shows sexual conduct in a patently offensive way; and lacks serious literary, artistic, political, educational or scientific value, if taken as a whole.

“Sexual conduct” means the commission of any of the following: sexual intercourse, sodomy, bestiality, necrophilia, human excretion, masturbation, sadism, masochism, fellatio, cunnilingus or lewd exhibition of human genitals.