

Frederic Public Library Policies

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I. Mission and Goal Statements

The Frederic Public Library provides quality materials and services in a proficient manner for information, entertainment, intellectual development, and enrichment of the people of the community in a welcoming and courteous environment.

The general library goals of the Frederic Public Library shall be:

1. To serve all residents of Frederic and the surrounding community.
2. To acquire and make available to all residents books, periodicals, audiovisual materials and other services to
 - a) become well informed;
 - b) locate answers to questions;
 - c) cultivate the imagination and creative expression;
 - d) develop skills for career and vocational advancement; and
 - e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To make these materials as conveniently available to the people of the community as the library budget will permit. The most current *Wisconsin Public Library Standards*, as adopted by the Wisconsin Department of Public Instruction's Division for Libraries and Technology, shall be the goal toward which the library will strive.
5. 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.
6. To seek to identify community needs, provide programs and services to meet such needs, and to collaborate with other organizations, agencies and institutions to provide programs of service to meet community needs.
7. To regularly review the goals of the Frederic Public Library and revise them as necessary.
8. To maintain an annual budget and continually seek to secure new and additional funding opportunities.

II. Patron Responsibilities and Conduct

The library will serve Frederic residents and the surrounding community. Service will not be denied 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, or violation of the library's Appropriate Library Behavior Policy or Internet Acceptable Use Agreement.

Appropriate Library Behavior Policy

The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure. Under section 43.52 (1) of the Wisconsin State Statutes, the Frederic Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons.

The Board of Trustees is committed to providing an atmosphere where people of all ages may come to use the library's collection and facilities without being unduly disturbed or impeded by other library users. If a patron is not responsive to the needs of other library users or disregards library policies, the patron will be asked to leave the building.

Specific Guidelines:

1. Any behavior that disrupts or hinders public use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, intoxication, being in the library without a shirt or shoes, and remaining in the building after regular closing hours.
2. Electronic or other types of personal equipment may be used in the library as long as this equipment does not disturb other library users. The courteous use of cell phones is permitted; however, if a ringing phone or a patron's conversation disturbs library users, staff will ask the patron to use the cell phone in the lobby or outside the building.
3. Animals, except those used to aid persons with disabilities, are not permitted in the library, unless they are part of a library-sponsored program. Animals may not be left unattended on library property.
4. Bicycles are not permitted in any library public area or entryway. Roller skating and skateboarding are not permitted in the library. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
5. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.

6. Taking surveys, circulating petitions, distributing leaflets and canvassing for signatures are permitted in the library only when authorized by library administration.

7. Carrying firearms and dangerous weapons of any type (except by law enforcement officers) is prohibited. Per statute, signage is posted at all public entrances to the library.

8. The use of tobacco or e-cigarette products is prohibited in the library.

9. A brief written 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 Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. The person whose privileges are suspended shall be advised in writing of the suspension and the reason for such action. The person shall be informed that the suspension may be appealed at the next regularly scheduled library board meeting.

Theft of Library Materials: Illegal conduct will be referred to the proper authorities for legal action in accordance with section 943.61 (3) of the Wisconsin State Statutes. The concealment of library material beyond the last station for borrowing is evidence of intent to deprive the library of possession of the material. An employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation.

III. Child Safety Policy

The Frederic Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff shall not assume responsibility for the care of unsupervised children in the library. No public place, including the library, can guarantee the safety of children.

1. All children under age 8 must be accompanied by a parent or designated responsible person while in the library. If the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.
2. Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning or will be asked to leave the library.
3. Any child 8 or older who is left unattended must have a means of contacting his/her parent or guardian. The library phone is available for local calls.
4. The library staff will attempt to contact parents of children whose safety is in doubt. If parents are unavailable, the library staff will contact the police department to provide custody.
5. A child of any age who is unaccompanied by a responsible adult or a caregiver for an extended period of time (more than 4 hours or over the course of mealtimes) may be approached for information concerning his/her parent's availability.
6. All children should have the telephone number of someone who can assist them in an emergency.
7. If any child has not been picked up at closing, the Library will contact the police to provide custody.
8. Grade school children of all ages are welcome to ride the school bus to the library for sponsored programs and activities, provided their parent or guardian has arranged a ride for them following the conclusion of the program. Due to the busy nature of these events, library staff is unable to manage how and with whom a child leaves the library.

IV. Services of the Library

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

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Secure information beyond its own resources when requested, using interlibrary loan and other resource sharing methods provided through the system and state.
- Lend to other libraries upon request.
- Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children, teens and adults.
- Maintain a balance in its services to various age groups.
- Develop and provide services to patrons with special needs.
- Cooperate with other community agencies and organizations.
- Cooperate with, but not perform the functions of, school or other institutional libraries.
- Provide service during hours which best meet the needs of the community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

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

The Frederic 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 Frederic 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, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund raising for the library and often oversees periodic book sales. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

The library board generally referred to and followed the guidelines set forth in the 2003 Village of Frederic Employment Policy and Procedures Guidebook and marked those sections with an asterisk ().*

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.

- The library board shall select, appoint, and when necessary, dismiss the director of the library.
- The board shall establish all other positions and all wage and benefit levels for all library staff.
- 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, and d) rules and requirements for state certification and any assistance which is provided by the library to acquire and maintain appropriate certification.
- The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated.

B. Administrative Policy

The person appointed as library director shall be charged with the sole administration of the library. For director responsibilities, please refer to current job description.

C. Rules of Conduct

Rules and regulations governing the conduct of employees on the job are intended to provide for the orderly and efficient operation of the library.

Any employee who fails to appropriately execute or knowingly violates policy, procedures and/or practices of the library, who resists supervisory expectations, who demonstrates an inability to work with other employees cooperatively, or who commits gross misconduct or negligence will be subject to disciplinary action, up to and including termination of employment.

The following rules of conduct on the job are in force and effect:

- (a) *Solicitation and Distribution. Employees may not, in working areas at any time, engage in solicitation of any kind or the distribution of non-library related literature of any kind during normal working hours.

The term working area does not include any area provided to employees as a lunch or break room. The term normal working hours does not include regular, authorized breaks or an employee's unpaid lunch period.

- (b) *Political Activity. Employees shall not, in their working area or during their working hours, engage in political activity relating to Village government except to sign a nomination petition or to vote. An employee may express a private or personal opinion with respect to Village government political issues only in an area provided as a lunch or break room, and then only during authorized breaks or the unpaid lunch period.

No employee shall attempt to influence or to pressure any other employee, citizen or resident to obtain any property or contribution of money, time or support, directly or indirectly, for any political campaign or personal gain during the employee's working hours or in the working area.

- (c) *Alcohol and Drugs. Employees shall not possess, consume, use, or be under the influence of any alcohol, illegal drugs or any controlled substance, other than a drug prescribed by a physician, during working hours or while on library property. Possession, consumption, use of, or being under the influence of any of the above while on the job or while on library property may be grounds for immediate dismissal.

Employees exhibiting behavior normally associated with persons under the influence of drugs or alcohol or those involved in an on-the-job accident or other work-related safety incident where drug or alcohol abuse is suspected of being a contributing factor, may be required by the library to undergo a drug and/or alcohol screening test to verify compliance with this rule and related state and federal regulations.

Such screening may consist of a blood test or urinalysis for the purpose of detecting the presence of alcohol or other drugs in the system. The screening shall be at library expense, and compliance with the screening requirement is mandatory, and shall remain confidential. Failure or refusal to consent or to comply with the screening requirement may be grounds for discipline up to and including termination of employment.

An employee who tests positive for the presence of alcohol or other drugs may be deemed unqualified to perform safety sensitive or other essential functions of the person's job. Such a circumstance shall subject the employee to discipline up to and including termination of employment.

Depending upon the seriousness and circumstances of the violation, and at the library's sole discretion, an employee who tests positive for drugs or

alcohol may be referred to counseling, rehabilitation, or to an employee assistance program, if any, at the employee's sole expense.

Information regarding the actual collection and testing procedures in effect in the Village of Frederic is available upon request to employees from the appropriate village personnel.

- (d) *Appearance. Library employees shall dress appropriately for their position and job duties. Employees shall maintain reasonable standards of neatness and cleanliness.
- (e) *Smoking. Smoking is not permitted in the library building or on library property, except outside the rear entrance of the building.
- (f) *Safety and Health. Employees shall, at all times, conduct their work in a safe and healthful manner with the public's safety, their own safety, and their fellow employees' safety their first priority.

All work related injuries or illnesses of any kind, no matter how minor, shall be reported to the library director immediately.

D. Salaries

A classification and salary schedule has been adopted by the library board. The plan is subject to regular revision so that it will remain equitable for both the library and the staff. Salaries will predominantly be based on the levels of responsibility, experience, and education required of the position for which they have been established.

E. *Wages, Hours and Working Conditions

The library employs persons in a full-time, part-time, and temporary or seasonal capacity.

- (a) Full-Time. A full-time employee is one who is regularly scheduled to work thirty (30) or more hours per week.
- (b) Part-Time. A part-time employee is one who is regularly scheduled to work less than thirty (30) hours per week.
- (c) Temporary/Seasonal. A temporary or seasonal employee is one who is hired for a specified, limited period of six (6) months or less, for a specified, limited position or project, and who, during such limited period or for such limited purpose, is generally not scheduled to work more than forty (40) hours per week.

The normal workweek shall begin Monday morning and end Sunday night. The normal pay period shall be every two weeks. The Village shall issue funds using direct deposit within five (5) business days of the end of each pay period.

The library director shall establish and may vary the normal working hours and the normal work week of any library employee where doing so is likely to best meet library operating requirements, and to best enhance the effective and efficient delivery of library services to the public.

Library employees who work six or more continuous hours are entitled to an unpaid, 30-minute duty-free lunch period during each workday. Library employees may, upon director approval, take two (2) paid, 15-minute break periods per workday.

If taken, one 15-minute break period must be taken during the first half of the workday. The second 15-minute break period must be taken during the second half of the workday. The breaks may not be taken at the beginning or at the end of the workday. They may not be taken immediately before or after the lunch break. They may not be aggregated, substituted, traded, banked, saved, credited, or in any other manner manipulated to effect any change in the employee's work schedule. Break periods are calculated from start to finish regardless of the time, place or manner of their exercise. No break period may be taken if doing so will leave the library untended or unavailable for public service.

Employees shall not work in excess of forty (40) hours during any workweek without the express prior authorization of the director. The director may reduce an employee's regularly scheduled workweek in order to avoid the payment of overtime. No such prior authorization shall carry over to, or apply to, any pay period except the one for which the authorization is actually made.

The library director may require any employee, at any time, to work beyond the end of the normal working hours per day, or beyond the total hours of the normal workweek. If the library requires such overtime work to be actually performed, it shall compensate employees who perform actual work in excess of forty (40) hours during any workweek at the rate of one and one-half times their regular rate of pay.

Hours credited as actually worked because of a paid holiday shall be included in determining whether an employee has actually worked in excess of forty (40) hours during a workweek. Pay received or hours credited as actually worked because of personal leave, vacation, other leave taking, or due to any premium paid for actual work on a holiday shall not be included in determining whether an employee has actually worked in excess of forty (40) hours during a workweek.

Employees will be paid for overtime hours actually worked along with the regular compensation for the pay period in which it is earned.

F. Leaves and Benefits

The library provides certain leaves, allowances for paid time off, and benefits as follows:

- (a) Personal Leave. Personal leave is considered to be any time off that is not given a 5-day notice. Regular full-time employees will be credited with six (6) days of personal leave prorated as to job status and employment start date annually on January 1st. Personal leave may be taken throughout the calendar year for any reason. Up to three (3) days personal leave may be carried over to the next year and must be used within the first quarter with director approval. Any personal leave carryover not used within the first quarter will be forfeited.

Employees who are absent due to illness or injury for three consecutive workdays may be required to submit a physician's certification or other medical authorization before being permitted to return to work.

- (b) *Vacation. Regular full-time employees shall accrue vacation leave, according to the follow schedule:

Length of Service	Vacation Time Earned
After 1 Year	1 Week
After 3 Years	2 Weeks
After 10 Years	3 Weeks
After 15 Years	4 Weeks

Accumulation of the vacation leave benefit according to the preceding schedule is based on continuous, uninterrupted employment with the library.

The vacation year is defined as the calendar year. Vacation taken in the current year shall be the amount earned in the preceding calendar year. The employee may elect to forward up to one-half of the vacation earned during the calendar year to the next year to be taken during that calendar year.

All vacation requested must be approved in advance by the library director. A minimum notice of five (5) days, not including Sundays, is required to take vacation.

Time lost due to any work-related sickness or accident shall be considered time worked for the purpose of determining eligibility for vacation. Any paid vacation time continues to accrue vacation.

Upon properly noticed termination of employment or retirement, a regular full-time employee shall receive cash compensation, at the employee's last current rate, for all unused vacation earned in the current year as well as all vacation earned in the preceding year but not used by the employee.

In the event of an employee's death, the deceased employee's beneficiary or estate shall receive cash compensation, at the deceased employee's last current rate, for all unused vacation earned in the current year as well as all vacation earned in the preceding year but not used by the deceased employee.

- (c) Holidays. Regular full-time employees shall be allowed the following paid holidays with additional holidays designated annually January 1 at the discretion of the library director:

New Year's Day	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	

Employees shall be entitled to the listed days off with pay at their regular hourly rate. If the holiday falls on a Sunday, the following Monday shall be deemed and observed as the holiday. In addition, the library director reserves the right to modify the holiday schedule based on the library's needs.

Unless granted prior approval by the library director, an employee who fails to actually work, if scheduled, the day before and the day after any holiday forfeits any entitlement to holiday pay, and will be deducted personal time according to hours missed.

In the event that a paid holiday falls within a period when an employee is on leave, it shall be charged as a paid holiday, and not deducted from the employee's leave.

- (d) *Family and Medical Leave. Library employees are covered by the provisions of the Family Medical Leave Act pursuant to Sec. 103.10, Wisconsin Statutes.

- (e) *Bereavement Leave. Regular full-time employees shall be allowed bereavement leave as follows:

An employee who is absent from work because of the death of the employee's partner or child may be excused without loss of pay for a maximum of six (6) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's parent, brother, sister, father-in-law, mother-in-law, son-in-law or daughter-in-law, or any relative living in the same household with the employee, may be excused without loss of pay for a maximum of four (4) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's grandparents, aunts and uncles, may be excused without loss of pay for a maximum of two (2) regularly scheduled workdays.

An employee who is absent from work because of the death of the employee's niece, nephew, brother-in-law, sister-in-law, or grandparent-in-law may be excused without loss of pay for one (1) regularly scheduled workday.

Pay for bereavement leave shall be computed at the regular hourly rate to a maximum of eight (8) hours for one day. Bereavement leave shall not be credited as time worked for the purpose of computing overtime.

Bereavement leave is in addition to any other leave.

- (f) Leave of Absence. Any leave of absence must be approved by the director. A leave of absence for the director must be approved by the library board. Leave of absence is defined as any leave from work that is not covered under provisions for vacation, personal days, FMLA, disability, or worker's compensation.

The employee requesting a leave of absence must do so in writing to the library director. The employee must specify the time period to be absent and conditions of need. Notification and application for leave of absence must be made to the library director under the same provisions as for termination of employment. The library director holds the authority to approve or deny any request for leave of absence.

- (g) Military Leave. The library will follow all guidelines for leaves for military persons as set forth under the Uniformed Services Employment and Re-Employment Rights Act of 1994 and amendments. (USERRA). A copy of the order requiring attendance for military training, service, or deployment duties shall accompany all requests for a military leave.
- (h) *Jury Duty. Employees called to jury duty or subpoenaed to appear as a witness on behalf of the library in a legal proceeding shall receive their regular rate of pay for all time actually away from the job attributable to such service.

To receive jury duty pay, the employee must provide the library with adequate proof of service and actual attendance at the proceeding, and shall surrender to the library any jury duty pay or witness fee, less mileage allowance, received related to such service.

An employee called to jury duty or to act as a witness must report back to work as soon as reasonably possible during the work day whenever such service requires the employee to be absent from the work place for less than a full workday.

Time spent by an employee while on jury duty or as a subpoenaed witness, up to a maximum of eight (8) hours per day, shall be counted as time worked for overtime purposes.

- (i) *Insurance. The library shall provide a comprehensive insurance program, which will provide health insurance, life and non-occupational short-term disability coverage for eligible employees.
 - 1. Employees who participate in the group health insurance plan provided by the library shall pay 15% of the cost of the monthly health insurance premium.
 - 2. The library shall provide, on an 85/15 split basis, a term life insurance policy in the amount of \$25,000 for the employee's beneficiary or estate.
 - 3. The library shall provide, on an 85/15 split basis, a non-occupational short-term disability insurance plan with a waiting period of not more than 1 calendar day for injury and 8 calendar days for illness, prior to any benefit being paid out by the non-occupational disability insurance provider. This benefit shall not exceed a maximum duration of 26 calendar weeks from the date of illness or injury.
- (j) *Workers and Unemployment Compensation. The library provides workers compensation insurance and unemployment compensation insurance benefits as provided by law.
- (k) *Wisconsin Retirement System. The library participates in the Wisconsin Retirement System.
- (l) Resignation and Retirement. A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of 3 weeks. For the library director a notice of at least one month is preferred.

The employee must submit a formal, written resignation statement giving the exact date that employment is to be terminated. Between the time of notice and the time when employment ends a final performance review will be conducted.

If such notice is not given, the employee forfeits any earned, unused vacation.

G. Meetings, Conventions, and Workshops

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

H. Disciplinary Policy

An employee of the Frederic Public Library may be disciplined or dismissed for any action or behavior that causes the library's image or operation to be diminished. This includes but is not limited to: incompetence, misconduct, inattention to assigned duties, or unapproved absences from work.

Normally termination would be a final step which would follow:

1. a conference with the library director indicating a need for behavioral or attitudinal change;
2. a letter of redirection signed by the director and employee and filed in the employee's personnel file indicating specific instruction and redirection of detrimental behavior and/or attitude;
3. suspension, and/or
4. dismissal from employment.

None of these disciplinary measures are required to be used before discharge from employment occurs nor are the listed disciplinary actions required to be used in any specific order.

I. Grievance Procedure

It is the intent of the Frederic Public Library that every employee shall have the opportunity to express concerns relating to the physical surroundings in which the employee works, procedures and conditions of the specific position, relationships with fellow workers or supervisors, and library rules as they apply to staff. A concern or grievance should follow the procedure below:

1. If possible, discuss the problem with the director. In the case of the director having a concern, this should be discussed with the board president.
2. If the director is part of the problem, or if the board president is part of the director's problem, the concern/grievance should be submitted in writing for the library board and be delivered to the director, who will deliver the statement to the board president. The board president will, in turn, present the concern, during closed session, to the full board at the next or a special board meeting.
3. The board's representative will respond to the employee within five (5) days of the board meeting at which the issue is discussed, either providing a determination, solution, or a strategy for how the board will address the issue over time.

J. *Equal Opportunity Employment Policy

The Frederic Public Library is an equal employment opportunity employer and follows the provisions of State and Federal laws and regulations.

The library provides equal employment opportunity to all persons regardless of their race, creed, color, religion, sex, national origin, ancestry, age, or other physical or mental disability, marital status, or any other characteristic of an individual protected by, without limitation, the Wisconsin Fair Employment Act, Title VII of the 1964 Civil Rights Act, the Civil Rights Act of 1991, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990, as those laws may be changed or amended from time to time.

This policy applies to all employment decisions including, but not limited to, recruitment, hiring, compensation, benefits, promotions, transfers, layoffs, discipline, termination and other conditions of employment.

The procedure for processing complaints regarding the library's equal employment opportunity policy is located in the Appendix to the Village of Frederic Employment Policy and Procedures Guidebook.

K. *Anti-Harassment Policy

Harassment on the basis of sex is a violation of Title VII (federal law) and Statute 111.36(b) (state law). Sexual harassment, either verbal or physical, is an unlawful employment practice and will not be tolerated by the Frederic Public Library.

The Frederic Public Library accepts and adheres to all definitions and procedures outlined in the law as regards sexual harassment. Any employee who engages in sexual harassment will subject themselves to disciplinary action up to and including discharge.

The policy of promoting equal employment opportunities extends to prohibiting the harassment of library employees because of their membership in any protected class of persons.

The library maintains a zero-tolerance policy with regard to harassment of any employee by any other employee, or by any member of the public. Any such harassment, whether verbal, physical, or visual, whether active or passive, is strictly prohibited.

Any employee who believes that he or she has been subjected to any harassment because of race, creed, color, religion, sex, national origin, ancestry, age, or other physical or mental disability, marital status, or any other characteristic protected by law and the library's equal employment opportunity policy, shall immediately report the harassment to the immediate supervisor as provided in the complaint procedure located in the Appendix to this guidebook.

The library shall immediately investigate all such complaints as provided in the Appendix, and shall take all appropriate and necessary action as warranted.

Employees who register complaints or make reports of harassment may request that their complaints or reports be kept in confidence to the extent such request does not hinder or obstruct the library's complaint processing procedure.

Retaliation against any person who has registered a complaint or who has made a report of harassment, or against any person who has participated in the library's investigation of a complaint or report, is strictly prohibited.

Any employee who violates the library's equal employment or anti-harassment policy shall be subject to discipline, up to and including immediate discharge.

VIII. Collection Development/Materials Selection Policy

A. Objectives

An essential function of the Frederic Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, 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 community 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*, *The Freedom to Read Statement*, and *The Freedom to View Statement* have been endorsed by the Frederic Public Library Board of Trustees and are integral parts of the policy.

The library neither encourages nor discourages any particular viewpoint. No material will be excluded because of the race, nationality, religion, gender, sexual orientation, political or social views of the author. Selection of materials by the library does not mean endorsement of the contents or the views expressed in those materials.

The Board of Trustees considers reading, listening, and viewing to be individual, private matters. The Board believes that full, confidential, and unrestricted access to information is essential for patrons to exercise their constitutional rights. While anyone is free to select or reject materials for themselves or their own minor child(ren), the freedom of others to read or inquire will not be restricted. Only parents and guardians have the right and responsibility to guide and direct the reading, listening and viewing choices of their own minor child(ren).

The library collection will be organized, marked, and maintained to help people find the materials they want. Any labeling, sequestering, or alteration of materials because of controversy surrounding the author or the subject matter will not be sanctioned.

The Board recognizes that library resources are not unlimited. Selection of materials must be consistent with budget allocations. Resource sharing with other libraries, and electronic and other methods of information access, are valid and necessary ways of meeting patron needs.

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

B. Library Roles

As defined by the Public Library Development Project, the Frederic Public Library identifies its major roles of service as follows:

- **Popular Materials Center.** The library provides current, high-demand, high-interest materials in a variety of formats for persons of all ages.
- **Preschoolers' Door to Learning.** The library encourages young children to develop an interest in reading and learning through services for children and for parents and children together.
- **Community Information Center.** The library is a clearinghouse for current information on community organizations, issues, and services.

The library will place special emphasis on collection development and selection to provide materials and services in these areas.

C. 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 Frederic Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff. Selections made within the guidelines of this policy shall be considered Board selections, and the Board shall assume full legal responsibility for such selections.

D. Criteria for Materials Selection

The main points considered in the selection of materials are:

- collection objectives;
- individual merit of each item;
- audience for material;
- popular appeal/demand;
- significance of the subject to the community;
- existing library holdings;
- budget.

Non-book materials, such as audiocassettes, CDs, videos, DVDs, video games, CD-ROM discs, microforms and electronic databases are selected and weeded according to the same criteria as book materials, in accordance with library roles.

New formats will be considered for purchase as demand and use dictates. Some titles may be purchased in several formats in order to serve the most patrons. 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 collection.

Reviews are a major source of information about new materials and are useful tools to guide selection. The primary sources of reviews are professional journals such as *Booklist* and *Library Journal* as well as bibliographies and reviewing aids disseminated through reputable library resources.

The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

The Frederic Public Library will also seek to identify and collect the works of local and regional writers within the scope of the selection policy and as funds are available to purchase materials.

E. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, 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 Frederic Public Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

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 library-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. Book selection will be made by the director if no specific book is requested. The Frederic 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.

G. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Withdrawal of materials is dependent upon criteria such as age and condition of items, frequency of circulation, relevance to the collection, and long-term or historical significance. 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 staff. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

H. Potential Problems or Challenges

The Frederic Public Library recognizes that some materials are controversial and that any given item may offend some patrons. Selection of materials will not be made on the basis of anticipated approval or disapproval, but solely on the basis of the principles stated in this policy.

Responsibility for the reading choices of children rests with their parents or legal guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

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.

I. Challenged Materials

Although materials are carefully selected, differences of opinion regarding selection policies will be subject to discussion. A patron expressing concern over library materials or services is encouraged to discuss informally his/her concerns with the library director or circulation staff. If the patron wishes to put the concerns in writing, an appointment should be scheduled with the library director at a mutually convenient time, when the patron will be given a copy of the *Statement of Concern about Library Resources* form to be completed if action is requested.

A patron not wishing to make an appointment to discuss his/her concerns must complete the *Statement of Concern about Library Resources* form if action is requested.

If formal consideration is to take place, the completed form must be given to the library director. The director and two staff members will review the material and file written comments regarding the appropriateness, literary merits, and adherence of the material to the library's mission. All the information will be shared with the patron, along with the director's written decision as to the disposition of the challenged material.

If concerns still remain, the patron may request in writing that the Frederic Library Board of Trustees discuss the situation. The decision of the Board shall be final.

IX. Circulation Policy

As a member of a shared circulation system, the Frederic Public Library adheres to the basic circulation policies set by the MORE consortium.

A. Registration

All patrons must be registered and have a valid unblocked MORE library card to borrow materials or use the public access computers.

Patrons must fill out an application form to register for a library card, and identification is required for validation of information. Acceptable forms include a picture ID such as a driver's license or state identification card. Acceptable forms for address verification include fishing or hunting licenses, or a recent non-personal piece of mail.

Applicants under 18 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. The parental signature is not required for children who are renewing cards.

All library cards expire annually from date of issue. In order to renew a library card, patrons must produce identification and pay all outstanding fines.

A patron record with an expiration date older than three years will be deleted if the record is free of outstanding charges. Expired patron records with outstanding charges will remain on the system indefinitely.

Materials cannot be checked out until a library card is issued.

B. Forgotten or lost cards

All patrons, adult and juvenile, are expected to present their library cards when they check out items. An individual who repeatedly ignores this expectation may be denied the privilege of checking out materials until he/she presents the card at the library.

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

C. Use of card

Patrons must use their own cards to check out materials. Exception: minors may check out items on their parent's card with parental permission. Patrons are not allowed to check out materials on any other patron card if their own record is blocked.

D. Loan periods

- Books are loaned for three weeks and may be renewed twice if there are no outstanding holds on the particular item.
- Generally, reference books do not circulate. Upon request, some reference materials may be checked out.
- Periodicals are loaned for one week and may be renewed if there are no outstanding item holds.
- Videocassettes and DVDs are loaned for one week and may be renewed if there are no outstanding item holds.
- Books on cassette and books on CD are loaned for three weeks and may be renewed if there are no outstanding holds.
- Materials borrowed from other MORE libraries will be loaned according to the owning library's loan rules.
- Interlibrary loans from outside the MORE system are due the date indicated by the lending library and not generally renewable.

The director may establish the loan period for special collections, materials which are temporarily in great demand, or materials which are in a new format.

Prior to opening, the Frederic library will backdate materials in the drop boxes to the previous open day.

There is a first-time limit of five items (no more than two movies) for new patron cards.

E. Reserves

Reserves (holds) may be placed by the patron either in person, by phone, or by accessing the MORE patron account online. Patrons will be notified by telephone notification system (TNS) or email when the materials are available.

F. Fines and charges

Fines on overdue materials are set by the owning library, and may be collected at any of the MORE libraries. If the material is not returned within the designated loan period, two overdue notices will be sent at 15 and 30 days, followed by a bill at 45 days for the cost of replacement of the material and a service charge for processing and cataloging. Replacement charges of \$100 or more that are not paid within 60 days of the letter of notice will be referred to legal action.

Funds received for replacement charges for lost materials will be reimbursed to the patron if the materials are returned in good condition within 30 days of paying the charges.

If fines or charges are paid with a check returned for insufficient funds, the library will add the original charges plus the bank service charge to the patron record; send a copy of the charges and the bank statement to the patron; and accept only cash or money order to clear the record.

Patrons with overdue materials, fines and/or replacement costs (that would accrue) in excess of \$10.00 shall be denied borrowing privileges until the replacement costs are paid and the fines are under \$10.00.

G. 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 patron, and legal action will be pursued if the charges are not paid.

H. 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)."

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

X. Reference Service Policy

The Frederic Public Library:

- will provide answers as time permits to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the library and teach basic research methods when appropriate and when staff has time available to do so;
- will provide bibliographic verification of items both in the library and not owned by the library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use the library's print resources, appropriate digital resources, and may consult other libraries and agencies by telephone in pursuit of "ready reference" information.

All library transactions are confidential under WI Statute 43.30. The library follows the standards set by the Code of Ethics of the American Library Association, 2008.

XI. Programming Policy

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

In-house programming includes such activities as story times, special activities on no-school days, summer library program for children, programs for young adults, and book or author discussion groups for adults. Outreach programming includes such activities as collections of materials, book clubs and adult story times at senior housing sites, and collaboration with other educational or cultural groups to provide programs of interest to the community.

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 Frederic Public Library are:

- to promote a good understanding of the library's objectives and services among governing officials, civic leaders, and the general public;
- to promote active participation in the varied services offered by the library to people of all ages.

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

C. The director will be expected to make presentations and to participate in community activities to promote library services. 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

Public access computers are available to patrons on a first-come, first-served basis or by reservation. Patrons must have valid library cards and signed internet use agreements on file in order to use public access computers. Library staff is available for general assistance in using the computers; however, staff is not expected to train patrons in the use of application programs or operating systems.

Public access computer printer costs are charged per page. Patrons must pay for each and every page they print.

A photocopy machine is available to patrons who wish to copy materials at a charge per page. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

XIV. Internet Access Policy

The Frederic Public Library (FPL) provides free Internet access to library customers as an information, education, entertainment, and communication resource. This policy requires that the Internet will be used in a responsible manner consistent with these purposes, and in accordance with local, state and federal laws. Access may not be used for prohibited purposes. Such use which will result in permanent loss of Internet access privileges.

Prohibited uses include:

- Attempting to gain illegal or unauthorized access to remote computer systems ("hacking").
- Damaging or altering the physical components or software of the library computers.
- Using the computer for any activities illegal under local, state, or federal law.
- Using access to the Internet or e-mail to send obscene, harassing, or illegal messages.
- Disclosing unauthorized personal identification information about minors.
- Violating copyright laws or software licensing agreements.
- Accessing pornographic or otherwise patently objectionable web sites as deemed by staff.
- Minors accessing web sites or other sources containing materials legally harmful to minors.
- Counterfeiting.

FPL Internet usage behavior standards also require the following:

- Internet access stations are NOT private, and equipment is in full view of staff and other customers.
- Library staff will permanently terminate Internet privileges of any customer logging on to pornographic web sites or sites which are patently objectionable.
- Users may not maintain e-mail accounts directly on library computers.
- Users must follow the scheduling of public terminals, and honor their time commitments. Consistent abuse of scheduling may result in loss of privileges.
- Public access computers are available only during library open hours.
- Users may not add software or otherwise alter settings or content of library computers.
- Users under 16 MUST have an Internet Access and Computer Use Agreement signed by a parent or legal guardian.
- The library will terminate the use privileges of any customer who violates the Internet Access and Computer Use Agreement.

The library also provides public access computers for word processing and other computer tasks.

While staff may be called upon to offer assistance to users, they will do so only within the limits of their other responsibilities.

The library reserves the right to schedule usage of public access computers, set time limits, control behavior, and otherwise organize access to public Internet stations.

The library reserves the right to have staff members visually and electronically monitor usage of Internet access stations to ensure compliance with the library Internet usage policy.

The library reserves the right to restrict or ban users who, in the judgment of library staff, are violating the terms of this policy.

FPL does not use Internet filtering software and assumes no responsibility for the use of Internet resources by children. Subject to the above usage restrictions, it is the responsibility of the parent, guardian, or caregiver to determine appropriate Internet-based materials for specific children.

Library personnel do not have the ability to directly monitor minors' safe and secure usage of chat rooms, e-mail accounts, and other direct Internet communications methods. We urge parents who have concerns about their children's maturity or judgment to NOT sign permission for them to use the Internet unsupervised.

FPL cannot select or control contents available on individual Internet sites. The Library takes no responsibility for the accuracy of specific information found on the Internet.

PUBLIC ACCESS COMPUTERS AND INTERNET ACCESS CONDITIONS OF USE

Behavior Rules

- Customers must have a current signed Internet Access and Computer Use Agreement on file at the Frederic Library or an Internet agreement notation from another MORE library on their record.
- Users under 16 must have a parent/guardian signature on the Agreement.
- Customers must present their own valid, unblocked MORE patron card to check out time on the computers.
- No more than two users at a time may be involved in using a machine. Both users must have Internet privileges. Quiet and orderly behavior is expected.
- Access to computers may be restricted if a user has been uncooperative or disruptive.
- Users assume responsibility for maintaining the computer in good order and damages through misuse or abuse. Charges for repair of equipment will be assessed to the person who registered to use the machine.
- Tampering or altering equipment settings will result in computers privileges being revoked.
- Users may not send any communications or perform any on-line interactions that are illegal under local, state or federal law. Users assume all legal liabilities for any actions they take.
- *Users may not access sites that are pornographic or patently offensive.* Public access computers are in full view of other customers and library staff. *The material on the screen is not private.* Viewing inappropriate material in public is a violation of library behavior rules, not a free speech question. *Users who violate this rule will lose Internet privileges permanently. No warnings or second chances.* Library staff will determine if on-screen material violates this rule.
- It is illegal for minors to access web sites which are restricted to over age eighteen. Such actions will result in permanent cancellation of equipment privileges. *No warnings or second chances.*

- The library reserves the right to report any illegal activities performed on public access computers to the proper authorities.

Scheduling

- With rare exceptions (i.e., proctoring tests, college coursework), reservations will not be taken for computer time. Patrons will follow the access procedures determined by the library computer management software.

Software and Supplies

- Users may not introduce any software into library computers.
- Library software may not be copied or loaned. It is for in-house use only.
- Users may not save files to the hard-drive of library equipment. Any such files will be immediately deleted.
- Users must supply their own storage media.
- Users may supply their own printout paper only if approved by library staff. Mailing labels are not allowed.
- Users must reimburse the set charge per page for printing or copying, whether or not they provide their own paper.
- Users assume all liability for copying, printing or downloading materials that may be copyright protected.

WIRELESS INTERNET ACCESS POLICY

- Persons using the wireless connection agree to comply with all provisions of the current Frederic Public Library Internet Access Policy.
- The library's wireless connection is unencrypted and unfiltered. Use of the wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors, hacking, intermittent loss of signal and network failure are inherent risks associated with any wireless service. For that reason, patrons expressly agree that they knowingly assume such risk, and further agree to hold the library harmless from any claim or loss arising out of, or related to, the use of the library's wireless internet access.
- The library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the wireless Internet connection. Any damage done to the patron's equipment or self from viruses, identity theft, spyware, plug-ins, or other Internet-borne programs is the sole responsibility of the patron, and the patron will hold the library harmless from any such damage.
- The library accepts no responsibility regarding the ability of patron-owned equipment to connect to the wireless network.
- The library accepts no responsibility for lost or stolen patron owned computers or associated equipment.
- Patrons accessing audio files must use headphones.
- Because of the liability involved, library staff is not allowed to handle patron-owned computer equipment.

XV. Meeting Room Policy

A. Who May Use

The meeting room is intended primarily for use by the library's own programs, and the library will have first priority in room use. The meeting room is also available for use by community and other not-for-profit groups for programs of an informational, educational, cultural, or civic nature, subject to this policy as established by the Library Board.

The Frederic Public Library subscribes to the principles set forth in the ALA Library Bill of Rights: "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." Use of the meeting room does not in any way imply endorsement by the library staff or Board of the group's policies or viewpoints.

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

The Library Board specifically excludes the following types of uses for the meeting room:

1. Programs charging admission or involving the sale, advertising or promotion of products or services, unless they are sponsored by the library or have specific permission from the Library Board;
2. Business firms and other for-profit organizations soliciting or selling products or services, regardless of purpose;
3. Private social functions such as showers, birthday parties, etc.;
4. Meetings of groups under 18 years of age unless there are one or more adult chaperones;
5. Programs not in keeping with the library goals and objectives, or which would interfere with the library's operation by causing excessive noise, a safety hazard, security risk, etc.

B. Policy

All meetings shall be open to the public.

The library does not charge for use of the meeting room.

The room may be reserved no more than ninety days in advance, and is scheduled on a first come-first served basis.

The meeting room must be used during hours the library is open. The room must be vacated at least ten minutes before the library closes. Meeting after library hours or on days the library is closed will only be allowed by prearrangement and is subject to the availability of library staff to be present at the time of the meeting.

Meeting room capacity of 25 persons must be observed.

Refreshments may be served and shall be provided by the group. Cooking facilities are not available. No smoking or alcohol is allowed.

Tables and chairs are available, up to allowable capacity only. The library will not assume responsibility for setting up the room.

Persons 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. Damage to the facility or furnishings may result in fines or charges.

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 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 educational and cultural institution, the Frederic 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 of display space.

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.

Artists may display their names with the items. No "For Sale" signs, price information, or contact information may be included with the display. No item shall be displayed for more than 90 days.

Areas available to the public are the slat-wall areas, tops of low bookcases, and the general bulletin board. The exhibitor must sign a release before any artifact can be placed in the library. An example of the release follows:

Frederic Public Library Display and Exhibit Release

I, the undersigned, hereby lend the following works of art or other material to the Frederic Public Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the library, I hereby release said library from responsibility for loss, damage, or destruction while they are in the possession of the library.

*Materials to be displayed on the _____slat wall areas, _____top of bookcases,
_____ general bulletin board. (Check all that apply.)*

Dates of display _____

Signature _____ Date _____

Address _____ Phone _____

Description of loaned materials _____

XVII. Public Notice Bulletin Board Policy

Purpose

Space is provided on the public bulletin board for announcements and notices for civic, educational, or cultural purposes, and in literature display racks for distribution of free materials which may be of interest to library patrons. Both of these services follow the library's endorsement of Article VI. of the American Library Association's "Library Bill of Rights" which maintains that exhibit space should be made available "on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use."

Policy

1. All notices, posters, and free literature must be approved and placed on the bulletin board or in the display racks by library staff. Staff may discard items not approved for placement, and excess copies of any items received.
2. Items will be posted or made available on an equitable basis, subject to available space, regardless of the beliefs or affiliations of the individuals or groups represented. Posting priorities will be: library programs and announcements; announcements of programs and other activities by nonprofit organizations; other announcements, with those of a commercial nature by a for-profit organization receiving the lowest priority
3. Religious and political materials are permissible for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.
4. In general, items devoted solely to the sale, advertising, solicitation or promotion of commercial products or services for a single profit-making business will not be accepted. Staff may make exceptions for announcements of civic, educational, or cultural opportunities provided by profit-making businesses, or items including a variety of beneficiaries.
5. Limited space usually allows only short-term notices. Posters of a general nature which do not advertise a specific date or event will be removed when space for other announcements runs out. Very large posters may be rejected because of space limitations. Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. The library will not be responsible for returning materials.
6. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees.

XVIII. Concealed Carry Policy

It is the policy of the Frederic Public Library Board of Trustees that no firearms or other weapons as defined by Wisconsin State Statutes (concealed or otherwise) are permitted in the library building, except for firearms carried by authorized law enforcement personnel. This policy shall be prominently posted per State of Wisconsin law at all building entrances.



**No weapons are allowed in this building,
per Library Board policy.**

XIX. Library Emergency Closing Policy

Weather

The decision to close the library for weather-related reasons will be made at the discretion of the Library Director, or Librarian in charge in consultation with the Library Director, if possible. The library may close early or delay opening, or be closed all day due to inclement weather, and notifications of closure will be sent to the Village of Frederic Clerk, Frederic Public Library webpage, and library Facebook page. When possible, signs will be posted on the library door.

Library staff may also check their library e-mail for verification of the closing or other message.

Decision Making Factors:

- The safety of library staff and patrons is of utmost importance.
- Weather alerts and road condition reports factor into weather related closing decisions.
- National Weather Service, school closing announcements, along with local, county and state government emergency management officials will be considered.
- Emergency snow closing is a judgment call and common sense prevails.

Library Staff:

All scheduled library staff will be paid for their library shift.

In the event of a major disaster, the Library Board may, at its initiative, suspend this policy.

XX. Gifts and Special Accounts Policy

Authority

Wisconsin Statutes 43.58 Powers and duties.

(1) The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

The funds and procedures described in this policy are included within the scope of this statement of authority.

Types of Gifts and Terms of Acceptance

Donated books and materials. The library gladly 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 library-purchased materials are applied to gifts.

Memorial 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. Book selection will be made by the director if no specific book is requested.

Programs and services. The library accepts monetary donations without conditions on their use or for programs and services previously approved by the Board.

Major gifts. Major gifts to the library may be accepted upon recommendation of the Board and the director. Major gifts may include but are not limited to land, buildings, art objects, and substantial collections of books or other materials that have either a significant monetary, historical, or literary value.

Miscellaneous gifts. The decision as to the acceptance of furnishings and equipment shall be made by the Board on the advice of the library director. Among the criteria on which the decision shall be based is need, space, impact on staff time, and expense and frequency of maintenance.

Appraisal value of 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.

Special Library Funds

Individuals, businesses or foundations are encouraged to contribute to Frederic Public Library's established funds. Planned giving to endowments is a special and meaningful way to create a permanent remembrance or ensure that personal long-term philanthropic goals will be fulfilled. The gifts provide capital that will generate an on-going and reliable source of future income for the library. The funds were established to provide an important stream of revenue to support Frederic's future library needs.

The library's funds are under the umbrella of the Northwest Alliance Community Foundation and managed by the St. Croix Valley Foundation. The funds are professionally managed to ensure the safety of capital and maintain a proper balance between meeting income requirements and preserving capital to meet future needs.

Donations can be directed toward one of the following funds:

Frederic Public Library Endowment. The income of the fund shall be distributed at least annually to the Frederic Public Library and shall be made out of income only, so that the principal of the fund will be preserved and maintained as an endowment. Gifts may be added to the fund at any time by the Frederic Public Library or any other donor.

Frederic Public Library Long-Term Fund. The income of the fund shall be distributed at least annually to the Frederic Public Library and shall be made out of income only; however, upon request of $\frac{3}{4}$ of the board trustees, the Board of Directors of the Foundation may authorize distributions to the Frederic Public Library in excess of the income of the fund if it considers unusual circumstances to exist which make such distributions advisable.

XXI. Website Collection Development Policy

The Frederic Public Library maintains a website (<http://fredericlibrary.org/>) on the Internet to meet the general informational, educational, and recreational needs of the Library's population.

Links to Internet sites from the Library's web pages are selected to broaden, enrich, and complement the Library's print, audio-visual and electronic collection.

The sites linked on the Library's web site are separate and independent from the Library. The Library exercises no control over the content of the information provided by the producers of those sites. Due to the vastness of the Internet, the Library web site is far from complete in any subject area. The presence or absence of a site is in no way a reflection of library policy. The linking of a site does not in any way indicate that the Library endorses, sponsors or reviews the information provided by a particular site.

Sites are evaluated according to their credibility, quality and usefulness in order to meet the needs and interests of the Library's staff and patrons.

Factors which will be considered when evaluating sites to be selected include:

- Access – stable site, no fees required, constantly available
- Design – well-organized, clear instructions, easy to use, uncluttered and cleanly designed, graphics that enhance content and does not frame other sites' content
- Content – authoritative, documented, verifiable, accurate, updated regularly, appropriateness of subject matter
- Preference may be given to education (.edu), governmental (.gov), and non-profit organizational sites (.org)

Even if a site meets the above criteria, the Library may choose not to include a link to that site. Internet sites that are not linked from the Library web site may be found by using a search engine listed on the Library's web site under "Online Resources".

Linked sites are periodically reviewed for access, design, and content. If a site no longer meets the selection criteria, or is inactive or out-of-date, it may be removed.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain circumstances, permitted by law, individuals are allowed to make copies (print, digital, or otherwise) for personal use, private study, scholarship or research. If used for purposes other than those specified by law, or in excess of what constitutes "fair use", the individual may be liable for infringement of copyright.

XXII. Records Retention Schedule for Wisconsin's Public Libraries

The complete *Records Retention Schedule for Wisconsin's Public Libraries and Public Library Systems* is on file in the library director's office.

XXIII. Revision of Library Policies

The preceding statements of Frederic 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: 05/05/08