

Library Policies

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A. Circulation Policies

Issuing Cards to Adults: All residents of the State of Wisconsin are eligible for a Library card provided they present documentation proving residence in the State such as a driver's license or State issued ID. People from out of state requesting a library card will be referred to the Director.

Only one card per person is permitted. Applicants must be willing to sign a statement accepting liability for materials checked out to that card. The first card is issued free of charge. Replacement cards may be assessed a fee of \$3.00 dependent upon circumstances.

Issuing Cards to Minors: A parent, guardian or foster parent must be present with a picture ID to sign for a minor (anyone under the age of 18) and assumes responsibility for all debts incurred by that account.

Parents and guardians are responsible for the minor's use of the Library and its materials. The Library will comply with a parent or guardian's request to restrict access to information for a minor in their care. A form for restricting borrowing must be completed, signed by the parent/guardian, and kept on file at the Library. Similarly, a parent or legal guardian has right to view the account information of a minor in their care.

Loan Agreements: The Library follows circulation policies set forth by Outagamie Waupaca Library System (OWLS) as approved and/or modified by the Library Board.

Patrons may borrow a maximum of seventy-five items and may place no more than fifteen holds at one time. No more than ten items per media collection may be withdrawn at one time. Short loan items can be checked out for two weeks. Books and audiobooks loan for four weeks, magazines and CDs loan for two weeks and videos and videogames loan for one week.

Items can be renewed for another circulation period provided the item is not on hold by another individual. Short loan items cannot be renewed.

Fines/Lost Materials: The Library follows the fines and fees schedule adopted by the Outagamie Waupaca Library System except as modified by the Library Board. The maximum fine is \$5.00.

Any *unreturned materials* will be billed to the person checking out the item. It will remain in "overdue status" for 30 days after which the person on whose card the item was checked out will be billed for replacement costs.

Once payment for *damaged items* has been received the borrower may have the damaged item. New copies supplied by the borrower of lost items as payment is not acceptable.

Fine Collection: The Library reserves the rights to bill patrons for damaged or unreturned items and to turn delinquent accounts over to collection. The Library Director or his/her designee can forgive a bill or arrange for payment options that include a payment plan.

Checking out: A valid OWLSnet library card in the name of the person checking out the items is required for check out. In the event a patron does not have their card a picture ID may be used. It is possible to check out material to patrons able to verify information on their account e.g., address, phone number, birth date,

Checking Out Holds: Holds may not be checked out to anyone not possessing the card of the patron to whom the hold belongs unless a "Holds Release Form" is signed.

B. Collection Policies

Selection: The Library selects materials and develops collections in many different formats to provide patrons with a wide range of informational, recreational and educational resources. The selection of Library materials is based on expertise of professional librarians and complies with the Library Bill of Rights and the Freedom to Read Statement adopted by the ALA and the Kaukauna Public Library Board.

The Library's purpose is to provide access to reliable and accurate information and are selected to reflect diverse points of view. Materials dealing with controversial views are judged as entire works, not by isolated passages or selections. No exclusions will be based on race or nationality, political, social or religious beliefs, or sexual preference.

Selection of materials may be influenced by budgetary considerations, popular demand, relevance, format, availability in other libraries, subject area scope, physical durability, reputation, and treatment of subject for intended audience.

Withdrawn Materials: Materials are withdrawn periodically based on appearance, usage and space limitations. Withdrawn materials may be sold at book sales sponsored by the Friends of the Library who retain funds raised.

Material Review: Any challenges by patrons to specific titles in the Library collection will be reviewed upon written request by the Library Director who will make an initial determination and discuss this determination with the complainant.

Should the complainant be dissatisfied with the Director's determination, the complaint will go the Library Board for a final recommendation. The Board's decision will communicated to the complainant by the Library Director.

C. Gifts and Donations

Memorial Books: Patrons may make a donation to purchase materials in honor of a person. The donor may select an appropriate subject or genre. A bookplate will note the donor's intention. Donors will receive an acknowledgement with the titles purchased. Memorial

items are subject to collection management practices and may be withdrawn as circumstances require.

Material Gifts: Book and media donations become property of the Library and may or may not be added to the collection. Materials donated may be sold at book sales or discarded. A blank receipt will be supplied upon request but no monetary value will be placed on any donations.

Any donations of a historical nature will be accessed by the History Room staff. Items accepted may be turned over to other agencies. Furniture and other similar items are not accepted. The Library reserves the right to refuse gifts.

Monetary Gifts: Monetary donations are designated as General Use or Special Use. General Use donations are non-restricted and may be applied for any purpose chosen by the Library. Special Use donations are restricted and will be used only for the purpose intended by the donor. All monetary donations are tax deductible.

D. Inappropriate Behavior

All patrons have the right to use the Library without disturbance. To ensure the comfort and safety of Library patrons and staff, violations of this policy can result in a disciplinary action up to and including loss of Library privileges. Appropriate behavior will ultimately be determined by Library staff.

Library staff reserves the right to enforce policy, inspect bags, briefcases, backpacks or other personal items, contact the Police about suspicious behavior or abandoned property, ask for identification, and discipline violators of Library policy.

E. Dealing with Inappropriate Behavior

If in the opinion of the staff on duty a patron acts inappropriately, the person will be approached, made aware of how the behavior violates Library policy and told that if the action or behavior continues the person will be told to leave for the rest of that day's operating hours.

If the patron continues to exhibit the action or behavior the patron will be told to leave and escorted from the building. If the patron refuses to leave the building, staff will call the police. The police will be called immediately if a patron exhibits behaviors that place Library staff or patrons in danger. Repeat offenders may be banned for a specific amount of time at the discretion of the Library Director.

Should an individual be banned that person will be notified by letter, the staff informed, and the Police notified. The Library Board President will be notified of the banning as soon as possible and the Library Board shall be notified at its next meeting.

If the person banned is a minor the parents of the individual shall be notified and the Library Board informed in closed session.

If the banned individual returns to the Library before the ban has been lifted, Library staff will call the Police.

F. Patrons at Closing Time

Any patron may use the telephone to make arrangements for transportation. Library staff is not permitted to personally transport library patrons to any location.

If anyone is waiting at the library after closing, the Police Department should be notified. Library staff should encourage children and young adults to wait for the police before walking home or accepting rides from individuals not known to them. At least two Library staff must wait with any Library patron remaining in the Library after closing.

An incident report must be filled out if the police are notified about anyone waiting at the library after closing. The report should note the names and ages of the children, the time the police were called, and any other special circumstances of the incident.

G. Unattended Children

The Library does not act *in loco parentis* and will not supervise unattended children. Any child left unattended will have the parent paged and asked to maintain watch of the child. If no parent is in the Library, the parents name and phone number will be obtained and called. If the parent's name and phone number is not known the Police will be called.

H. Room Use Policies

Meeting Rooms: Meeting Rooms are available free of charge to individuals, groups, and organizations regardless of political or cultural ideology provided the meetings are of an educational or informational nature, open to the public, not used for soliciting business, and do not charge for attendance. Meeting rooms cannot be used for religious services or private parties. The Library reserves priority use of the Meeting Rooms for Library programs and events. The Library reserves the right to refuse groups. Hosting a meeting does not constitute endorsement by the Library of any positions and views expressed by the meeting holders.

Users must agree to sign a contract. A meeting room request form must include information about room set up and equipment needs. The Library cannot provide operators for equipment. Meeting room users are responsible for cleanup, reporting stains and spills and must leave the room in a reasonable condition.

Food and beverages require approval. No alcoholic beverages are allowed.

Meeting room users should not take down or set up additional tables or chairs, attempt moving the collapsible wall, or post additional signs without permission.

Study Rooms: The Library Study Rooms unless previously reserved are used on a first come first served basis for up to two hours. Reservations for the Study Rooms may be made no longer than one week in advance. Users must sign in at the circulation desk and present an ID.

Users are solely responsible for their own personal property at all times while using the Study Rooms. Users are urged to not leave items unattended.

Adult Areas: The **Adult Fiction and Non-Fiction Areas** are intended for adult use. The **Adult Non-Fiction** Area is considered a Quiet Reading Area. No cell phone usage is permitted in this area. Children may be in the areas so long as they are supervised (preschool age) and not disturbing Library users.

Groups or individuals may be asked to re-locate to different part of the Library if their speech or behavior is disturbing other patrons.

The **Computer Workstations** are for adult use only. Children may be in the area if supervised by an adult. Adults with small children should use the Computer Workstations in the Children's Area.

The **Fire Place Reading Area** is also intended for adult use. Children may be in the area as well so long as they are supervised (preschool age) or not disturbing Library users.

Youth Areas: The Youth Areas materials, services and equipment may be used by children and families ages birth through 12 or by educators. All other patrons must use the adult areas of the Library.

The Library's two Early Learning Computers are intended for ages 4-8. Individuals over the age of 12 may not use these computers. Headphones must be worn at these stations. No more than two children per station.

The Internet Workstation Computers are reserved for children 8 to 12. The Library reserves the right to reserve these stations for program use. Adults may use the Internet Workstation Computers in the Youth Room if they have a child under the age of 12 with them.

Parents with preschool age children using computers in this area must maintain direct sight of and supervision of children. Failure to do so may result in the loss of Library privileges

The Play Area is intended for preschool age children who must be supervised by an adult at all times. Older school-age children are not allowed in the youth play area unless they are supervising a younger child. Running, loud and disruptive behavior, is not allowed. Socks must be worn by children in this area and may be purchased at the Children's Service Desk.

Parents/guardians/caregivers must abide by the Unattended Child Policy while using the Library.

Local History Room: The Local History Room facilitates the preservation of Kaukauna area history in oral and written form. The Library does not collect objects.

The Local History Room occasionally collects information on surrounding communities. Materials regarding larger cities are collected only when information regarding Kaukauna is of value to the Local History Room.

Patrons may use the use microfilm reader for a period up to three (3) hours per day.

Gifts and donations must fall within the scope of the collection. The Local History Room staff reviews all donations and reserves the right to accept or reject any proposed gift or donation as well as any conditions placed on them.

The Library declines donations of the Kaukauna Times/Times Villager. The Library does not collect scrapbooks of personal or organizational entities (unless of historical value and interest), materials in poor condition or duplicate copies (unless rare). Correspondence, diaries and memoirs will be considered based on their history and interest level.

The Library will not take items on loan. Exceptions to this rule will be in the case of a Library display or program surrounding the item/material.

Donors will be asked to transfer any known right they hold over their donation to the Library. Once a donor has signed the Deed of Donation form, the Library reserves the right to sell, discard, or return materials to donor.

Nursing Room: The Library has a room available on an equitable basis for staff or patrons who are lactating or need to calm individuals.

Employees will be give first opportunity for use based on laws requiring employers to provide accommodations for nursing mothers. Patrons may use the Nursing Room for up to one hour each day.

Caregivers using the Nursing Room must remain in direct supervision of all individuals with them. Staff has the discretionary authority to limit the number of individuals in the room.

Interactive Learning Garden: The upper part of the outdoor area is available to Library users and general public. The lower section or amphitheater area is reserved for Library and other educational events. Social events are not permitted.

Users of the Outdoor Reading Garden must follow all Library policies. Damaged to plants, theft of furniture or garden accessories is not permitted and may be punishable by law. Smoking is prohibited in this area. Only approved volunteers are allowed to care for plants in this area. Preschool children using the Interaction Reading Garden must be supervised at all times.

I. Displays

Displays must be approved by Library Administration and must be educational, informational, civic, historic, artistic or cultural in nature.

All displays must have clear signage approved by Library staff explaining the content of the display. Displayers may leave contact information at the display but display items may not be priced for sale, unless they are for Library profit.

The displayer must agree to hold harmless the City of Kaukauna and the Library for any lost, stolen or damaged items. The Library is not responsible for any damage to the display contents and does not provide insurance for displays.

The Library reserves the right to refuse displays and reserves the right to remove a display at any time.

J. Posting/Solicitations

Handouts, postings and notices: Space for postings is available to Library organizations, the City of Kaukauna, Outagamie County, State notices and publications, local educational institutions, and non-profit organizations. Event postings & notices must be open to the public and not constitute a business advertisement. Religious and political events are permissible for informational purposes or special events.

All materials must be approved and posted by Library staff. Postings not so approved will be removed. The Library reserves the right to limit the size, number and length of handouts, postings and notices.

Political campaign literature, personal notices and handouts or any requests for contributions are not permitted.

Solicitations: Petitioning, soliciting, canvassing, surveying or distributing literature is not allowed within the Library.

Groups or individuals may do so outside the building but only if public access to the building is not impeded and building use is not interfered with in any way. Soliciting donations for organizations other than the Kaukauna Public Library, Foundation, or Friends organization is not permitted within the Library. Panhandling is not permitted inside or outside of the Library.

K. Computer Use

The Library provides free public access to the Internet as an informational, educational and recreational resource. The Library is not liable for content on the Internet. Use of the Internet is at the risk of the user.

Filtering: The Library filters Wi-Fi access and Internet workstations in the youth area. The Library cannot and does not guarantee that the filtering software will block all obscenities or materials that are harmful to minors. Access to sites that may have legitimate research or other value may be restricted. Should patrons need access to blocked sites they should contact Library Administration. The Library Board has the ability to change filtering practices in the Library.

Access: Parents and guardians have the responsibility for deciding which resources are appropriate for their children. They also have the right to revoke internet privileges for minors (18 and younger).

The Library reserves the right to ask any patron to log off of a Library Internet workstation or to disconnect from the Wi-Fi if inappropriate sites have been accessed. The Library reserves the right to monitor Internet workstations and devices to ensure compliance with this policy.

Patrons must use their own Library card when logging on to Internet workstations. Using another patron's card is prohibited and can be prosecuted as a felony. Minors may use a parents or guardians card if the parent or guardian is in the Library. The Library reserves the right to revoke a patron's Library card based on misrepresentation or repeat Internet policy offenses.

Access the Internet computers is limited to three hours per day and may be interrupted after one hour if other patrons have reserved a workstation. If this occurs, patrons may make a reservation to return to a workstation. No one may access an Internet Workstations until their account balance is below \$5.00.

Guest passes may be issued for out-of-state residents or visitors. Staff reserves the right to ask for identification to issue a pass. Guest passes will be limited to one per month.

Security

The Library does not release information on the use of specific Internet resources except as required by law or necessary for the proper operation of the Library. The Library is not liable for any damage to patron memory sticks or for any loss of personal data on Library Internet workstations or while using Wi-Fi access.