

POLICIES OF THE BRILLION PUBLIC LIBRARY

“The Brillion Public Library strives to improve the community life by providing free and equal access to information, ideas and knowledge through books, programs, and other resources.”

PURPOSE AND OBJECTIVES OF THE BRILLION PUBLIC LIBRARY

The Brillion Public Library provides library service to all citizens without question. Freedom of speech and freedom of press are rights of our heritage, guaranteed to each of us by the Constitution, and defended by our courts. We attempt to fill the informational, recreational, cultural, and educational needs of our users. We provide materials, old and new, classic and ephemeral, orthodox and unorthodox, in many media. We sponsor programs for children and adults thus enhancing individual and community life. The Library makes available a qualified staff to offer guidance and encouragement in the use of materials and to make the Library an easily available and reliable source of information and reference.

ROLES SELECTED BY THE BRILLION PUBLIC LIBRARY

The Library Board has selected the following roles for the Brillion Public Library based on the Public Library Association's suggested roles for libraries: Popular Materials Center, Preschooler's Door to Learning and Independent Learning Center

COLLECTION DEVELOPMENT

GOALS OF SELECTION

The authority and responsibility for the selection of library materials is delegated to the Library Director and his/her direction to the Library staff that are qualified for this activity by reason of education, training, and experience. Materials should be selected and services and programs planned that satisfy residents' needs as individuals and as members of groups with concern given for all ages, backgrounds, interests, abilities and levels of education.

The general goals of the Brillion Public Library are:

- To serve the informational needs of the community.
- To serve the recreational needs of the community.
- To supplement the needs of formal and informal study.
- To reflect a variety of opinions on a subject.
- To support business, cultural, and civic activities.
- To stimulate self-understanding and growth.
- To enhance job-related knowledge and skills.
- To increase knowledge and encourage participation in the affairs of the community.
- To provide technology resources and the connectivity necessary for a literate population.

TOOLS OF MATERIALS SELECTION

- Booklist
- Library Journal
- Trade magazines and catalogues
- Other material sources including online reviews and recommendations from other libraries.

CRITERIA FOR SELECTION

To build collections of merit and significance, materials must be measured by objective guidelines. The Library will attempt to provide both sides of an issue. When judging the quality of materials, several standards may be used. Some materials may be judged primarily on artistic merit while others are considered because of scholarship value. Some materials may be valued as human documents or have the ability to satisfy the recreational and entertainment needs of the community. Materials are evaluated as a whole and not on the basis of a particular passage. The Library provides a resource where the individual may examine issues

freely and make their own decisions. Materials are evaluated initially and on a continuing basis due to changing needs of the citizens and the community. Materials will be selected in the most useful format.

RESPONSIBILITY FOR MATERIAL SELECTION

Ultimate responsibility for material selection rests with the Library Director who operates within the framework of policies and goals determined by the Library Board. Responsibility for children's and adolescent's reading, listening, and viewing rests with their parents and/or legal guardians. Library materials are not marked or identified to show approval or disapproval of the contents.

WEEDING OF MATERIALS

In order to properly maintain the Library's collection, it becomes necessary to regularly remove materials. They are withdrawn because they are out of date, worn, damaged beyond repair, or are no longer used by the public. Materials that are weeded will be disposed of at the discretion of the Library Director who, with the approval of the Library Board, will insure that it is done in such a manner that no profit-making organization or private individuals will realize any financial gain.

GIFTS AND DONATIONS

A gift to the Library may consist of materials or funds. Funds may be given for acquiring materials recommended by the Library staff or for the purchase of specific items suggested by the donor.

Gift additions must meet the same selection criteria as purchased materials. Processing costs and use of shelf space will be considered before the gift can be accepted. Each gift item will identify the donor. Gifts are accepted subject to the following limitations:

- The Library retains unconditional ownership of the gift.
- The Library makes the final decision on the use of the gift.

RECONSIDERATION: COMPLAINTS

The choice of library materials by users is an individual matter. While a person may reject materials for themselves, they may not exercise censorship to restrict access to the materials by others. The Brillion Public Library has adopted the American Library Association (ALA) "Library Bill of Rights", "The Freedom to Read", and the "Freedom to View" statements. These statements oppose censorship of any medium of expression. Copies of each statement are available upon request. In the event that materials are questioned the complainant may fill out a written "Request of Reconsideration of Library Materials". The Library will use the form used by the ALA. This form is available at the circulation desk. Upon return of the form, a meeting will be held with the Library Board to hear the complaint. The material will remain on the shelf while the Library Board reviews the request. The Library Board shall make a decision within a four-week period, but reserves the right to extend the time period if necessary.

FACILITY/EQUIPMENT USE

POLICY FOR THE USE OF THE FACILITIES OF THE LIBRARY BUILDING

The Brillion Public Library offers meeting rooms for public use on a reservation basis.

The Library Board meeting room is available during Library hours for meetings. Charge for rental to private and for-profit individuals and groups will be \$15 per hour used.

The basement of the Library is available for public use on a reservation basis. Charges for use of the basement room for private and for-profit individuals and groups will be \$25 per hour. Set up, take down and clean up are the responsibility of the group or individual using the room.

Non-profit and service organizations in need of a permanent meeting place will be considered on an individual basis by the Library Board. Temporary use will be considered by the Library Director. There will be no charge for use to non-profit and service organizations that benefit the community as determined by the Library Board.

When scheduling use of the meeting rooms, it is recognized that the Library and Boy Scouts have priority use of the basement meeting room. However meeting times and use need to be scheduled with the Library.

POLICIES FOR RENTAL OF LIBRARY EQUIPMENT

The Library has equipment available for rent by the public. Contact the Library for availability of equipment.

The Library Board will determine the types of equipment which may be rented and rental rates.

Rental is on a first come, first served basis with the following exception: the City government or Brillion service organization may have priority use over an individual by signing up at least two weeks prior to their wanting to use the equipment.

Rental Conditions:

- The daily rental rate will be for a 24-hour period or over a block of days when the Library is not open. Rental Rate: will be per day per item, with the rate to be determined by the Library Board.
- A signed rental agreement is required.
- A penalty of twice the daily rate will be assessed for any equipment not returned at the designated time.
- Failure to return rented equipment will result in suspension of all Library privileges until the equipment is returned.
- Any damage done to equipment will be charged to the user.
- Anyone using the equipment must show proof of being able to operate the equipment. This proof may be attained through the attendance at a class or through individual instruction given by the Library.
- Renters of Library equipment are expected to notify the Library of any equipment problems.

PLASTIC LAMINATOR

The Brillion Library provides laminating services for the public.

Work requests for use of the laminator will be scheduled for once a week at a time to be determined by the Library Director. The laminator will only be operated by Library staff.

A charge will be made to cover the cost of materials used as determined by the Library Director. The Library is not responsible for damage caused by the equipment such as bubbles or creases in the paper.

PUBLIC TYPEWRITER POLICY

The Library provides a typewriter with correction ribbon for use by the public. The typewriter may be reserved ahead of time. Anyone wishing to use the typewriter should check at the circulation desk first. Anyone using the typewriter must be able to type. Ribbon changes will be done by Library staff. If a problem develops, stop typing and notify staff immediately. Patrons are not to touch the inside mechanisms of the machine. There is no charge for using the typewriter

COPY MACHINE POLICY

The Library provides a copy machine for use by the public. Patrons may operate the machine themselves or have Library staff make the copies for an additional charge. The staff will instruct patrons on machine use. Copy costs are: \$.15 per side of regular paper. Color copies cost \$.50 per side. Patrons may provide their own paper for non-color copies at the cost of \$.10 per side printed. Patrons will be charged for all copies they make. Patrons are not to touch the inside mechanisms of the machine, but notify staff immediately about any problems.

Use of the copy machine is governed by The United States Copyright Law, Title 17 of the United States Code.

FAX MACHINE POLICY

The Library provides a fax machine for use by the public. The machine will be operated by Library staff. The Public may also receive a fax at the Library. Costs for use of the machine are \$1.00 per page sent or received, including the cover page. The public may only use the machine during Library hours. Patrons sending a fax with a wrong fax number will be charged a minimum charge of \$1.00.

Use of the copy machine is governed by The United States Copyright Law, Title 17 of the United States Code.

VIDEO RECORDER - TELEVISION UNIT

The Library provides a video recorder unit with television for use in the Library. This equipment can be used by the public to view public performance videos. The public may bring their own videos and arrange a viewing time or they may view those provided by the Library. Patrons wishing to make use of this service should check at the circulation desk.

POLICY ON TELEPHONE USE

The telephone in the Library is for emergency use by the public or for personal use at the discretion of Library staff. Long distance telephone calls can only be made by staff in the conducting of Library business.

CELL PHONE USE POLICY

Patrons are to turn their cell phones, audible pagers and similar devices to a non-sounding setting when entering the Library. Cell phones are not to be used in the Library or the Library restrooms. Patrons needing to use a cell phone are asked to do so in the halls of the Library or to go outside the building.

Violations of this policy will be enforced under the "Policy for Conduct in the Library Building."

BROADCASTING POLICY

The Library is the location of the broadcast facilities for the City's cable network channel. Patrons or organizations wishing to broadcast on this channel should schedule their time with the Library Director. Scheduling of broadcasts will be on a first come, first served basis. The Library is not responsible for missed taping or problems with the broadcasts. Any troubles encountered while broadcasting should be reported to Library staff.

WII GAMING POLICY

The Brillion Public Library provides a Wii Gaming system and games for use in the Brillion Public Library. Users of the Wii agree to abide by the following rules

1. Users must have a valid library card.
2. Users must wear the wrist leash when playing the game.
3. Users agree that any damage to gaming system and equipment caused by misuse will result in loss of all gaming privileges and the individual will be held monetarily responsible for damage.
4. Users agree to respect the equipment and others while they are playing the game.

Adopted by the Library Board Jan. 14, 2009

COMPUTER/INTERNET

COMPUTER USE GUIDELINES POLICY

Mission Statement

The Brillion Public Library provides access to an expanding world of information. To help meet the informational, recreational, cultural and educational needs of our users, the Brillion Public Library provides public access to computers, databases, the Internet and the World Wide Web.

Computer Courtesies

To provide equitable computer access to all patrons of the Library, please observe the following courtesies:

1. Please check in at the circulation desk with your Manitowoc-Calumet Library System library card to authorize use. If you are under 18 you will need to have a signed parental permission slip on file.
2. Please cooperate with Library staff who asks you to limit your time on the computer.

3. Please do not download or install software programs on the computer. If you do, you may lose your Brillion Public Library privileges.
4. Do not access materials that may be reasonably construed as obscene materials. If you do, you may lose your Brillion Public Library privileges.
5. Please save your work onto a disk or other approved device and not on the hard (C:) drive.
6. Computer work stations are designed for use by only one person at a time.
7. All copies printed off of the computer must be paid for at the circulation desk.

Acceptable Use Policy

1. **Internet Access:** To assist users, The Brillion Public Library has selected links for the Brillion Library Website from the vast resources of the Internet. The quality, accuracy and timeliness on the Internet vary from site to site, and sites may be of a controversial or of a mature nature. The Brillion Public Library does not monitor, have control over, and does not accept responsibility for material in other sources on the Internet. At their own discretion, Library users access the Internet and are responsible for the results of their searches.
2. **Responsibilities of Computer Users:** The Brillion Public Library requires computer users to respect the rights and sensibilities of all Library users. Some Internet sites are inappropriate for viewing in a public setting. Users should refrain from the use of Internet sounds and visuals that may disrupt the ability of other Library patrons to use the Library and its resources. Library staff reserves the right to end Internet sessions when sexually explicit or obscene materials are displayed. (See also Illegal and Unacceptable Uses.)
3. **Internet Safety:** The Brillion Public Library is a partner with parents in guiding children to safe and appropriate use of the Internet. Children under the age of 18 require parental permission to use the Internet. Parents and guardians are responsible for supervising their children's Internet sessions and for letting their children know if there are materials children should not view. The Brillion Public Library assists parents and guardians who desire guidance for their children's use of the Internet through their technical expertise and guidance. Parents and guardians are directed to the "Child Safety on the Information Highway" produced by the National Center for Missing and Exploited Children and Inter-active Service Organizations for assistance on protecting their children.

The Brillion Public Library staff provides guidance and assistance to children, parents, and guardians in a variety of ways.

- Brillion Public Library staff provides suggestions and assistance in online research and evaluation of web sites.
 - The Brillion Public Library Website includes sites recommended for searching in a variety of topic areas.
 - Classes that teach basic Internet skills and assist parents in guiding their children to use the Internet resources safely and appropriately are offered routinely.
 - Individual help is available, as time permits, in the use of the Internet and the Brillion Public Library network.
 - The Brillion Public Library distributes in print and through the Web link, the "Child Safety on the Information Highway" produced by the National Center for Missing and Exploited Children and Interactive Service Organizations.
4. **Copyright:** U.S. Copyright law (Title 17, U.S.C.) prohibits the unauthorized reproduction or distribution of copyrighted materials, except as permitted by principles of fair use. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Any responsibilities for any consequences of copyright infringement lie with the users. The Brillion Public Library expressly disclaims any liability or responsibility resulting from such use.

5. **Software/Hardware:** Brillion Public Library software is copyrighted and may not be reproduced (see Copyright). Users may not load their own or any other software on Library equipment without permission of Brillion Public Library staff. Users are not permitted to store any software or other data on the hard drives of the Brillion Public Library's computers or alter the programs currently installed on the systems. Anyone tampering with any Brillion Public Library hardware or software will be denied access to the Brillion Public Library's computers in the future, and also may lose their Brillion Public Library privileges.
6. **Disclaimer:** Users access the Library computer hardware, software and documentation at their own risk. The Brillion Public Library is not responsible for equipment malfunction, loss of data, any damages to the user's disks, data, etc., or electronic transactions of any type which are related to the public use of the Brillion Public Library's computer resources.
7. **Illegal and Unacceptable Uses:** People may use the Brillion Public Library's computers only for legal purposes. Examples of unacceptable uses include but are not limited to the following:
 - Display of sexually explicit or obscene materials.
 - Harassment of other users or violation of their privacy.
 - Libeling, slandering or maliciously offending other users.
 - Violation of copyright laws or software licensing agreements.
 - Attempting to crash, degrade performance or gain unauthorized access to computer systems and networks.
 - Damaging equipment, software or data belonging to the Brillion Public Library or other users. Violations may result in the loss of Internet and/or Library privileges. Illegal use of the computers may also be subject to prosecution by local, state or federal authorities.

Computer Use Procedures

1. **Time Limits:** Use of computers is available on a first come, first served basis, unless the computer is reserved for word processing. However, to insure free access for all, the Library staff reserves the right to set time limits on computer use sessions. During high-use periods, the use of Library computers to access reference resources and to use other computer programs is a top priority. Time limits will be set based on this use. All users must sign in at the circulation desk before using a computer and present their Manitowoc-Calumet Library System library card.
2. **Reservations:** Some of the computers are equipped with word processing software. These computers may be reserved in advance by contacting the Library. Reservations will be held up to ten (10) minutes past the scheduled time. Users who miss two (2) reserved appointments may not be permitted to make advance reservations in the future.
3. **Hours of Use:** All Brillion Public Library computers are available for use during Brillion Public Library hours, but will be turned off 10 minutes before closing time.
4. **Printing:** The printing charge is 10 cents per page printed and applies whether the user brings their own paper. Patrons are responsible for payment on any paper copies made.
5. **Saving Files and Documents:** The Brillion Public Library does not allow users to save documents or personal files to the hard drive. All documents that are saved must be saved to a disk belonging to the user. The Brillion Public Library is not responsible for loss of data that may occur when saving documents.

Compliance

Failure to comply with this policy or with Brillion Public Library staff's directions may result in restriction or in termination of the user's Brillion Public Library privileges and may result in prosecution under local, state or federal laws.

WIRELESS INTERNET POLICY

The Brillion Public Library allows for personal computer equipment to access the internet via a wireless network throughout the entire building.

1. Persons utilizing the Library's wireless connection agree to comply with all provisions of the current Brillion Public Library Computer/ Internet policy.

2. The Library's internet connection is unencrypted and unfiltered. Use of the Library's wireless connection is done at the patron's own risk. By using this connection, patrons acknowledge that security errors and hacking are an inherent risk associated with any wireless service. For that reason, expressly agree that they knowingly assume such risk, and further agree to hold the Brillion Public Library harmless from any claim or loss arising out of, or related to any such instance of hacking or other unauthorized use or access into the person's computer.

3. The Brillion Public Library accepts no responsibility for any software downloaded and/or installed, email opened, or sites accessed while patrons are on the Library's wireless internet connection. Any damage done to the patron's equipment or self from accessing the Internet from the Library's connection is the sole responsibility of the patron; and the patron indemnifies and holds harmless the Brillion Public Library from any such damage.

4. The Brillion Public Library accepts no responsibility regarding the ability of patron owned equipment to connect to the Library wireless network. Library staff will not change settings on patron equipment.

Adopted by the Board Jan. 14, 2009

CIRCULATION

POLICY ON LIBRARY CARDS

The Brillion Public Library issues library cards to anyone kindergarten age or older who does not have a valid card in the LARS system. We do not discriminate as to where a patron lives. Library cards are issued at the Library and not through the mail. There is no charge for the original library card. A valid form of identification is required to receive a library card. Acceptable forms include a WI driver's license or state identification card, bank checkbook, bank savings book, current bill received via the US mail, current motor vehicle registration, property tax receipt, and medical assistance card for the current month, school ID, or school report card. Patrons are required to present one of these items containing their current address.

When registering minors, the parent/guardian's driver's license number is the preferred form of identification. The parents/ guardians name will be placed on all minors (under the age of 18) registration.

Cards expire annually. Renewal is subject to payment in full of all outstanding charges.

Patrons who lose or damage their cards will be required to pay for a new card. Cards will be charged at the following accelerating rates: \$2.00 for the first replacement card and \$5.00 for the second replacement card.

Teacher Cards

Teacher cards are made available to teachers, daycare providers, homeschoolers, and other adults who work in a classroom or educational setting. Teacher cards enable borrowers to check out regular loan materials for a six-week (42 days) loan period. A maximum of 75 items checked out are allowed on a teacher card. Short loan items and Interlibrary Loan items may be borrowed on a Teacher card, but these items are due back at the end of the normal period. Teacher cards may not be used to borrow personal use items. Fines are not charged for items borrowed on Teacher cards. However, holders of Teacher cards who fail to return items on time may be denied the use in the future. The cardholder is responsible for any charges and fees associated with lost or damaged materials.

CIRCULATION OF LIBRARY MATERIALS POLICY

The Library circulates a variety of materials for public use. This includes books (paperback, large print and hardcover), magazines, pamphlet file materials, audiocassette tapes, compact discs, DVDs and videocassette tapes and books on compact disc.

Checkout of all materials, except videocassettes, DVDs and reference materials will be for a period of 3 weeks. Videocassettes and DVDs will circulate for a period of 1 week. Unless there is a reserve on an item, a renewal will be allowed on all items. Reference materials do not circulate. Renewals may be made in person, over the Internet, or over the telephone. All telephone renewals require the patron to furnish a library card number to access their record. Internet renewals may be limited by material type and may require assistance from Library staff.

At times, certain items are put on reserve for a special class or project. These items will have special checkout periods and fines.

Patrons may reserve items already checked out. They will be notified by telephone or over the Internet when the material comes in. Reserve items should be picked up as soon as possible. Patrons, who fail to pick up reserve items within 7 days of notification, will forfeit their right to the material. Items may be reserved over the telephone, Internet or in person, with a patron library card.

Teacher collections will circulate for a period of 42 days.

Patrons going on vacation, or who will be out of town for extended periods of time may ask for a longer checkout period on materials. If the item isn't in demand by other users, the longer period will be allowed.

POLICY ON INTERLIBRARY LOAN OF LIBRARY MATERIALS

Materials not available through the LARS system may be requested through Interlibrary Loan. This includes books, magazines, journals, technical materials, and audiovisual materials. Requests for specific subject materials, not available at the Library, may also be made.

Items should be requested at the circulation desk. Patrons should provide as much accurate information as possible on the desired item. The item will then be requested through Interlibrary Loan. The Manitowoc-Calumet Library System serves as the clearinghouse for the Brillion Library.

Items are received either through van delivery or the mail. Because we receive materials from all over the country, we have no control over the length of time it will take to receive the material. Patrons should let the Library know if there is a deadline date. Patrons will be notified when the material arrives. Materials shall be picked up within one week of notification. Materials not picked up within that week will be returned to the sending library. Circulation time for materials varies with the library sending the material.

All renewals must be requested prior to the due date. We will not renew a late Interlibrary Loan item. Fines on Interlibrary Loan materials will be the same rate as for Brillion Library materials. Patrons who lose or damage Interlibrary Loan materials will be required to pay the sending library's cost. Patrons must return all paperwork included with the Interlibrary Loan item. Failure to return required paperwork will result in a fine of \$1 per item for the missing paperwork.

There is no limit on the number of items or number of times a patron may use Interlibrary Loan. Patrons who misuse Interlibrary Loan through the failure to return materials, by damaging materials, or through chronic failure to pick materials up may be denied further use of this service.

POLICY ON FINES AND OVERDUE MATERIALS

Fines on materials other than videocassettes and DVDs will be assessed at a rate of \$.05 per day late. There is no grace period and weekends and holidays are counted in. The fine will not exceed the value of the replacement item. Fines not paid will be recorded and should be paid as soon as possible. A fine of less than \$10.00 may be paid in installments. Fines for videocassettes and DVDs will be assessed at a rate of \$.50 per day late.

Patrons, who accumulate fines over \$10.00, may not check materials out or use the public computers until the full fine is paid. Patrons who lose, damage, or cannot find materials will be assessed the replacement value of the material.

Patrons with overdue materials will be notified over the telephone, Internet, or mail if they do not have a telephone number. Materials are to be returned as soon as possible after the notice. Patrons who do not return materials are given 2 more notices. If the material is still not returned they will receive a letter from the City Attorney. If the account is sent to the City Attorney, patrons will be charged \$5.00 in addition to any late fees to cover attorney fees.

Library materials are the property of the Brillion Public Library. Failure to return materials is a form of theft and will be treated as such.

Fines from the other Manitowoc-Calumet Library System libraries may be paid at Brillion. Brillion cannot negotiate a reduction or cancellation of a fine from another system library.

POLICY ON UNLAWFUL RETENTION, MUTILATION, OR THEFT OF LIBRARY MATERIALS

1. Unlawful Retention of Library Materials. No person shall fail, following demand sent by regular mail to return or make full restitution for any overdue book, periodical, pamphlet, video, audiocassette, compact disk or any other article of property belonging to, or in the charge of the Brillion Public Library and no person shall remove from the Brillion Public Library any book, periodical, pamphlet, video, audiocassette, compact disk, DVD or any other article or property belonging to or in the charge of the Brillion Public Library without first having checked out such article pursuant to the rules and regulations of the Library.
2. Mutilation of Library Materials. No person shall mar, deface, or in any other way damage any book, periodical, pamphlet, video, audiocassette, compact disk, DVD or article or property belonging to, or in the charge of the Brillion Public Library, or permit the same to be done without reimbursing the Library for such damage following demand sent by regular mail.
3. Theft of Library Materials. Section 943.61 of the Wisconsin Statutes relating to theft of library materials is hereby adopted by reference with the exception of the penalty provisions of said section.

POLICY ON TEACHER AND SCHOOL USE

Teachers may request special collections for use in their classroom for a longer period of time. Teachers may request special reserve collections for their students to use in the Library or for overnight checkout. Both of these requests should allow Library staff adequate time to gather collections. All the services of Interlibrary Loan are available to teachers. Class visits to the Library are welcome, but should be arranged ahead of time. Tours of the Library and group instruction on the Library are also available for classes. Refer to "Teacher Cards" for related information.

REFERENCE

REFERENCE SERVICE POLICY

The Brillion Public Library:

- Will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence or over the Internet.
- Will assist patrons in the use of the Library and teach research methodology, when appropriate. This includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone.
- Will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through Interlibrary Loan, when appropriate.
- May refer Library users to other agencies and libraries in pursuit of needed information.
- May use not only the Library's resources but consult appropriate resource libraries and agencies by telephone in pursuit of information.
- May not do detailed searches for information, such as genealogy, that require extended periods of research time.

PUBLIC BEHAVIOR

POLICY FOR CONDUCT IN THE LIBRARY BUILDING

It is the policy of the Brillion Public Library that patrons have the right to use Library materials and services without being unduly disturbed or impeded by other Library users, and that patrons and Library staff have the right to a secure and congenial environment.

Unacceptable behavior on the part of the public will result in loss of Library privileges. Depending on the severity of the offense, the Library will institute discipline ranging from verbal warning through denial of specific privileges and finally denial of the right to use the Library for a specific period of time. In the event of inappropriate behavior by a minor, the Library will notify the child's parent or guardian, usually after the second offense.

Listed below are examples of acceptable and unacceptable behavior. This list provides examples only and is not exhaustive or exclusive:

1. The violation of federal or state law or local ordinances will not be permitted on Library property. Theft, vandalism, and mutilation of Library property are criminal offenses and may be prosecuted. The Library reserves the right to inspect all bags, briefcases, backpacks, and other such items when the Library staff has reason to believe this rule has been violated. The Library is not responsible for personal belongings left unattended.
2. Bicycles, tricycles, wagons, and similar equipment are not to be brought into the enclosed area of the Library. A bicycle rack is provided. Skateboard, roller blades, folding scooters, strollers, and similar equipment are to remain in the entryway areas of the Library.
3. Parents are responsible for the behavior of their children. Small children are to be supervised when in the Library. The Library takes no responsibility for unsupervised children.
4. Smoking or the use of chewing tobacco or similar products is not permitted in the Library. Public eating or drinking is permitted only when approved as part of a Library program.
5. Consumption of alcoholic beverages or possession of open containers of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library.
6. No pets or animals of any kind, with the exception of assistive animals or animals being used as a part of a Library sponsored program will be allowed in the Library. Animals may not be left unattended on Library property.
7. Patrons are not allowed in non-public areas of the Library unless conducting official business or as part of a Library tour.
8. Appropriate apparel, including footwear should be worn in the Library. All patrons must wear shoes at all times. Out of consideration for others, personal cleanliness is expected. Patrons whose body odor proves offensive to other patrons will be asked to leave.
9. Any behavior that disrupts or hinders public use of the Library is prohibited. This includes, but is not limited to loud or boisterous behavior, verbal or physical harassment, drunkenness, running and fighting.
10. Patrons must leave the Library by closing time.

VOLUNTEERS

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The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Brillion Public Library. Volunteers supplement the efforts of paid Library staff to provide quality Library

collections, services and programs. Being a volunteer allows individuals the opportunity to perform a valuable service for the community and gain personal satisfaction.

A volunteer is a person who performs tasks for the Brillion Public Library without wages, benefits or compensation (including travel expenses) of any kind. Examples include the members of the Board of Trustees. There are also service volunteers who do work for the Library in ways similar to Library staff.

Service volunteers are recognized by the public as representatives of the Library and shall be guided by the same work and behavior codes as employees. They work with the status of "at-will" employees.

The City of Brillion does not provide workers compensation coverage for volunteers. The City requires negligence on the City's part for volunteers to collect on the City's liability coverage. Only the volunteer's own auto coverage will cover auto claims.

Minor children above the age of 12 may volunteer with the consent of a parent or legal guardian.

PUBLIC DISPLAYS AND EXHIBITS

DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Brillion 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 Library Director shall accept or reject material offered for display in accordance to suitability and availability.

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

PUBLIC NOTICE BULLETIN BOARD

Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The Library Director must approve all postings and may prohibit postings, which do not meet Library standards. The Library will not be responsible for returning material.

COMMUNITY SIGN BOARD USAGE POLICY

The Library maintains a Community Sign Board.

The information displayed on the Community Sign Board must be community related and should not display political or religious ideologies or agendas.

The following is a prioritization of the Community Sign Board usage:

- Brillion Public Library
- Community groups and organizations

If a question arises as to whether or not a particular item should be displayed on the Community Sign Board the Library Director will make a determination as to its appropriateness.

The Community Sign Board will be updated on a regular basis by the Library. The Library is not responsible for the validity of the information submitted.

PERSONNEL POLICY

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The Brillion Public Library follows the "City of Brillion Personnel Policy Manual for City Employees" adopted by the City of Brillion.

POLICY ON EQUAL OPPORTUNITY

It is the policy of the Brillion Public Library that employment shall be based on merit and fitness, free of personal and political considerations, and without regard for race, color, creed, religion, sex, age, marital status, sexual orientation, disability, national origin, or membership in any component of the military forces of the United States or the State of Wisconsin. This policy applies to all phases of employment including, but not limited to, recruitment, hiring, placement, promotion, discipline, demotion, transfer, or termination, and to rates of pay or other forms of compensation or training.

Any discrimination on the basis of disability, arrest record or conviction record is prohibited except where disability, arrest record or conviction record relate to bona fide occupational qualifications necessary to proper job performance.

RESPONSIBILITY FOR LIBRARY OPERATIONS

The Library Director is responsible for all aspects of the day-to-day operations of the Library.

In the event the Library Director is absent for a short period of time, a designee will be named to direct day-to-day operations.

In the event of an extended absence of the Library Director occurs the Board may designate an individual responsible for the day-to-day operations during the absence.

CONTINUING EDUCATION POLICY FOR LIBRARY STAFF

Recognizing the importance of an educated staff, the Brillion Public Library recommends and encourages continuing education. All regular Library staff will be required to participate in continuing education based on the number of hours that they work weekly. Regular staff does not include summer or temporary help or high school students. It is recommended that for every 5 hours worked weekly, 1 hour of continuing education be completed annually. Continuing education may consist of in-house training, Library System workshops or programs, technical or college courses and any other program of worthwhile study. All education courses will be approved by the Library Director, subject to budget considerations. Any costs or time associated with the attaining of education hours will be reimbursed by the Library as is budgetarily possible. Staff will submit an annual summary of continuing education completed to the Library Director.

PRIVACY

PRIVACY

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

Records of patron use of Library resources, materials, or service are confidential per Wisconsin Statute 43.30. In general, they 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 the Library System.

Records of patron use of Library resources, materials or services protected under Wisconsin Statute 43.30 include:

- Circulation records
- Workstation logs
- Information sought or received
- Materials consulted borrowed or acquired by a user
- Database search records
- Interlibrary Loan records
- Other personally identifiable uses of Library materials, facilities, programs or services
- Reference interviews
- Program registration information
- Signup sheets
- Patron material complaint forms
- Emails
- Correspondence about patron's Library use

- Any other such records, with personally identifiable uses of Library materials, facilities, programs, or services as may be accumulated in the course of doing Library business.

The Library will disclose to a custodial parent or guardian of a child under the age of 16 any records that relate to the child's use of the Library, materials and resources upon the furnishing of valid identification. This includes any library records of items currently checked out, due dates for these items, overdue items, and any fines owed. Records of address, phone number, age, etc of the child will not be disclosed.

Valid identification includes a Wisconsin photo ID or driver's license that shows the same address as the child. The Library will accept any other documentation that proves that the requestor is the custodial parent or guardian of the child whose records have been requested. If a person is denied access to their child's records, the person can appeal to the Library Director or Library Board to make a final decision.

In the case of patron failure to return materials, the Library may disclose circulation information and correspondence to appropriate legal authorities involved in securing return of, or payment for, these materials.

The Library may disclose library use information to other cooperating libraries in order that all libraries may effectively do their jobs to assist patrons and maintain safety and security.

Records that identify patrons without respect to their use of Library resources, materials, or services are not protected under the law. Information about the identity of persons whose behavior in or about the Library violates the law or Library policies is not inherently protected or confidential.

Library staff will not knowingly give one patron's transaction information to another person.

Library staff is authorized to request identification from Library users as necessary and appropriate for safety and security or when Library rules have been violated. Refusal to identify oneself under these circumstances may be grounds for contacting the police.

If the Library has cause to believe that a criminal act has been committed on Library property or with Library resources, administration will cooperate with law enforcement authorities to obtain proper court orders for release of such privileged library records as may be necessary for criminal investigation and prosecution.

Library staff's ability to identify a patron on sight is not necessarily protected under the letter of the law, which specifies that "Library records" be protected. Nevertheless, the spirit of the law is to protect the identity of persons with respect to their use of the Library.

Library staff should cooperate fully with law enforcement to the extent allowed by law, but all requests to identify persons with respect to their use of Library materials and services should be referred to the Library Director.

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

HANDLING OF COURT ORDERS

Note: All search warrants are court orders, but not all subpoenas are court orders.

If a law enforcement officer (or anyone else) brings a subpoena directing Library staff to produce Library records:

1. Notify the Library Director or their designee.
2. The Library Director (or designee) should ask the municipal attorney to review the subpoena.
3. If the subpoena has any legal defects, require that the defects be cured before records are released.
4. If appropriate, ask legal counsel to draft a protective order to be submitted to the court keeping the requested information confidential and limiting its use to the particular case.
5. Follow legal counsel's advice for compliance with the subpoena.

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

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of library records as soon as they enter the Library.
2. Request that the law enforcement officers wait until the city attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (Law enforcement officials are not required to accede to your request to delay the search.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other user's records are disclosed.

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

1. A search warrant is executable immediately, unlike a subpoena. The law enforcement officers may begin a search of Library records as soon as they enter the Library.
2. Request that the law enforcement officers wait until the city attorney is present before the search begins in order to allow counsel an opportunity to examine the search warrant and to assure that the search conforms to the terms of the search warrant. (Law enforcement officials are not required to accede to your request to delay the search.)
3. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
4. It is illegal to disclose to any other person (other than those persons necessary to produce the tangible things sought in the warrant) that the Federal Bureau of Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA)

REQUEST FOR OFFICIAL RECORDS

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The Library Director is designated as the legal custodian of public records for the Brillion Public Library. In the event the Library Director is not available, the City Clerk will serve as the substitute.

Public Records may be viewed at the Brillion Public Library during Library hours with advance notice given of intent to view such records. Requester is responsible for any cost incurred in the copying of these records. Requests to view records may be made in writing, in person, or over the telephone.

PROGRAMS

LIBRARY PROGRAMS

The Brillion Library provides programs to further its mission. The purpose of programs may be to educate, to inform, to promote community discussion, to present cultural events or to entertain.

Library programs will be free and open to the public. The Library may co-sponsor programs with other organizations. Programs as a whole are made available to the community, but some programs, such as tours, may be given to designated groups upon request.

The Library provides group tours or Library orientation to groups upon request. Some aspects of these programs will be planned with the requesting group. The Library has the right to limit the size of tour groups.

Any person needing special accommodations for programs should contact the Library prior to the program.

REQUESTS FOR ACCOMMODATION AND COMPLAINTS ABOUT ACCESSIBILITY

The Brillion Public Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. The following procedure has been developed to assist the Library in addressing the concerns about accessibility.

People who wish to request accommodation or make a complaint about accessibility at the Brillion Public Library have access to this procedure.

STEP ONE: Requests for accommodation and/or complaints about accessibility can be presented in person or over the telephone. These should be addressed to the Library Director, who will make every attempt to resolve the issue without further recourse.

STEP TWO: If Step One does not achieve resolution, a complaint can be presented in writing. Assistance will be provided, if needed, in writing the complaint. The written concern will be presented to the Library Board at the next meeting. The decision of the Library Board is final for the Library. If resolution is still not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

PURCHASING POLICY

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In order to keep competitive and guarantee fairness to competitors, the Brillion Public Library shall receive at least 2 quotes on any equipment item or service purchased for the facility that is anticipated to cost over \$500. The quote received may either be given in writing or verbally in person or over the telephone.

In the event that there are limited vendors offering the service or the equipment is of a select nature, the Library Board may agree to accept the one quote for the item or service.

Any equipment purchases or services that cost over \$5000 shall require the obtaining of 3 or more competitive bids.

The Library Board reserves the right to accept or refuse any bid or quote received, and to modify the bid process. On a budgeted item, the final purchasing decision rests with the Library Board.

INDEX

-A-	
Accessibility Complaints	14
Accommodations	14
-B-	
Broadcasting	4
Bulletin Board	11
-C-	
Cell Phone	4
Circulation	7-9
Circulation of Library Materials	7-8
Collection Development	1-2
Community Sign Board Usage	11
Complaints on Materials	2
Computer Use	4-7
Conduct in the Library Building	9-10
Confidentiality Policy (See Privacy)	
Continuing Education for Library Staff	12
Copy Machine	3
Court Orders	13-14
Criteria for Selection	1
-D-	
Displays	11
Donations	2
-E-	
Equipment Rental	2-3
Equal Opportunity	11
Exhibits	11
-F-	
Facility/Equipment Use	2-4
Facility Use	2
Fax Machine Policy	3
Fines	8
-G-	
Gifts	2
Goals of Selection	1
-I-	
Interlibrary Loan	8
Internet	4-7
-L-	
Library Cards	7
Library Equipment Use	2-3
Library Materials, Circulation of	7-8
Library Operations	11
Library Roles	1
-M-	
Mutilation of Library Materials	9
-O-	

Objectives of the Brillion Public Library	1
Official Records	14
Overdue Materials	8-9
-P-	
Personnel	11-12
Plastic Laminator	3
Privacy	12-14
Programs	14
Public Behavior	9-10
Public Displays and Exhibits	11
Purposes of the Brillion Public Library	1
Purchasing	14-15
-R-	
Reconsideration	2
Reference Service	9
Request for Official Records	14
Responsibility for Material Selection	2
Roles Selected by Board	1
-S-	
School Use	9
-T-	
Teacher Cards	7
Teacher Use	9
Telephone Use	4
Theft of Library Materials	9
Tools of Materials Selection	1
Typewriter	3
-U-	
Unlawful Retention, Mutilation, Theft	9
Use of the Facilities of the Library Building	2
-V-	
Video Recorder-Television Unit	3
Volunteers	10
-W-	
Weeding of Materials	2
Wii Gaming	4
Wireless Internet	6-7