

Marion Public Library Policy Manual 2019

Table of Contents

Library Vision
Mission Statement
Board of Trustees By-laws

Policies

Budget
Bulletin Board
Challenged Materials Procedures
Request for reconsideration form
Material Selection
Gifts and Donations
Meeting Room Use
Internet and Computer Use
Emergencies/Disasters
School Hours
Circulation
Continuing Education/Staff Development
Professional Associations
Equipment Disposal
Fax Machine
Item Recovery
Unattended Child
Program
Volunteer
 -Volunteer application
Patron Responsibility and Conduct
Smoking and Tobacco Use

Library Vision

The people of the Marion area will:

- have the information they need to succeed at school, at work, and in their personal lives;
- have reading, viewing and listening materials and programs that stimulate their thinking, enhance their knowledge of the world, and improve the quality of their leisure time;
- discover the joy of reading and develop a love of learning;
- enjoy a high level of access to electronic information resources and develop the technological, information seeking, and information evaluation skills needed in an increasingly complex world;
- think of the Marion Public Library as a focal point of community life that connects and unites the people of the entire region;
- use the Marion Public Library's resources and services and encourage others to do so as well.

Mission Statement

The Marion Public Library is a center of community life, offering opportunities for people of all ages to learn, know, gather, and grow.

The library is a dependable source of reliable information and of challenging ideas that enlighten and enrich, and of materials in many formats that enhance leisure time and expand knowledge of current events. The library encourages the love of reading and the joy of learning, and offers the assistance people need to find, evaluate, and use electronic and printed information resources that help them live successful and rewarding lives.

**Marion Public Library
Board of Trustees By-Laws
Revised April 2019**

**Article I
Identification**

The name of this organization is the Board of Trustees of the Marion Public Library, located in Marion, Wisconsin established by the Wisconsin county of Waupaca, according to the provisions of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute. The Marion Public Library is a member of the Outagamie-Waupaca Library System (OWLS).

**Article II
Membership**

Section 1. Appointments and Terms of Office. The Board of Trustees of the Marion Public Library shall consist of seven members. One member of the municipal governing body may serve on the Board at any one time and no more than two members may reside from outside the municipality. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43, 54.

Section 2. Meeting Attendance. Members shall be expected to attend all meetings except as they are prevented by a valid reason.

Section 3. A vacancy shall be deemed to occur at any time the number of appointed Trustees is less than six. If there are vacancies on the Board, the Board with the help of the Director, shall select individuals to fill vacant positions. Any Trustee selected to fill vacancy shall be selected for the unexpired term of his/her predecessor.

**Article III
Officers**

Section 1. The officers shall be a president, a vice president, a secretary, and a treasurer, elected from among the appointed trustees at the annual meeting of the Board. No member shall hold more than one office at a time, and they must serve a term of one year. No member shall be eligible to serve more than two consecutive three year terms in the same office. Vacancies in office shall be filled by vote at the next regular meeting of Board after a vacancy occurs.

Section 2. A nominating committee shall be appointed by the president prior to the annual meeting and will present a slate of officers at the annual meeting. Additional nominations may be made from the floor at that time.

Section 3. The president shall preside at the meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees except the nominating committee.

Section 4. The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

Section 5. The secretary shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with that office. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

Section 7. The treasurer shall make monthly reports to the Board showing in detail the amount, investments, income and disbursements from the funds in his or her charge.

Article IV Meetings

Section 1. Regular Meetings. The regular meetings shall be held each month, the date and hour to be set by the Board at its annual meeting.

Section 2. Annual Meeting. The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in April of each year.

Section 3. Agendas and Notices. Meeting agendas and notices shall indicate time, date, and place of the meeting, and indicate all subject matters intended for consideration at the meeting.

Section 4. Special Meetings. Special meetings may be called at the direction of the president and shall be called at the written request of any member, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given.

Section 5. Quorum. A quorum for the transaction of business at any meeting shall consist of half the members of the Board present in person.

Section 6. Open Meeting Law Compliance. All Board meetings and all committee meeting will be held in compliance with Wisconsin's open meetings law.

Section 7. Parliamentary Authority. The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedures of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to the Board.

Article V Committees

Section 1. Standing Committees. The following committees: Personnel and Finance, shall be appointed by the president promptly after the annual meeting and shall make recommendations to the Board as pertinent to Board meeting agenda items.

Section 2. Nominating Committee

Section 3. Ad Hoc Committees. Ad hoc committees for the study of special problems will be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

Section 4. Committees will have advisory powers only.

Article VI Duties of the Board of Trustees

Section 1. Legal responsibilities for the operation of the Marion Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

Section 2. The Board shall select, appoint, and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

Section 3. The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

Section 4. The Board shall develop and approve library policies and review them on a regular, systematic schedule.

Section 5. The Board shall have exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and shall audit and approve all library expenditures.

Section 6. The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

Section 7. The Board shall study and support legislation that will bring about the greatest good to the greatest number of users.

Section 8. The Board shall cooperate with other public officials and boards and maintain vital public relations.

Section 9. The Board shall approve and submit the required annual report to the Division for Libraries, Technology and Community Learning, and the city council.

Article VII Library Director

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall attend all Board meetings but shall not vote.

Article VIII Conflict of Interest

Section 1. Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Marion Public Library if they have a direct or indirect financial interest.

Section 2. Board members shall withdraw from Board discussion, deliberation and vote on any matter in which Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

Section 3. Board members may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

Article IX General

Section 1. An affirmative vote of the majority of all members of the Board present at the time may be necessary to approve any action before the Board. If needed, the president may vote upon and may move or second a proposal before the Board.

Section 2. Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (or quorum) of the members of the Board shall be present and two-thirds of those present shall so approve.

Section 3. These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Budget Policy

1. The Director, with the input from the Finance Committee, will present a draft of the budget to the Board of Directors by the August Board Meeting.
2. The Director will present with the input of the Finance Committee the budget for final approval from the Board of Directors and then to the City Council for final approval by the October board meeting.

Bulletin Board Policy

The Marion Public Library has a bulletin board for use by the public to announce community organizations, to announce and advertise events and/or fundraisers for the public domain.

1. Only non-profit organizations may post notices on the bulletin board. This privilege is open to community organizations to announce and advertise for the public domain.
2. All announcements and posters must be approved and posted by the library staff. All announcements and posters must be tastefully done.
3. 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.
4. Posting of a notice or placement of materials in a display rack does not imply endorsement by library staff or Board of Trustees.

Challenged Materials Procedure Policy

In the event that a patron of the Marion Public Library requests that material which is a part of the permanent collection be withdrawn or restricted, the following procedures is to be followed.

1. The patron will be asked to complete the Challenged Materials form and submit it to a Marion Public Library staff member.
2. The staff member must immediately sign and date the form. The staff member must then save the original for the Director and give a photocopy of the form to the patron.
3. The Director of the Marion Public Library will then arrange an interview with the patron who filed the complaint as soon as possible. During the interview, the Director will give the complainant a copy of the Marion Public Library Selection Policy, the American Library's Association's Bill of Rights, and the Right to Read Statement.
4. If the patron is not satisfied with the interview with the Director, he/she may request a hearing with the Board of Trustees of the Marion Public Library.
5. Any decision made by the Board of Trustees following the interviews and/or hearing will be final.

Marion Public Library
Request for Reconsideration of Library Materials

Title: _____

Format: Book _____ Periodical _____ Movie _____ Other _____

Requested By (name): _____

Address _____

City _____ State _____ Zip _____

Telephone Number _____ Cell _____

Do you represent: Yourself _____ or an Organization or group _____

Please answer the following questions as completely as possible:

1. To what in the work do you object? (Please be specific. Cite pages)
2. Did you read/view the entire work? _____ Yes _____ No
3. What do you feel might be the result of reading this work?
4. For what age group is the theme of this work?
5. What do you believe is the theme of this work?
6. Are you aware of judgments of this work by literacy critics?
7. What would you like the library to do about this work?
8. If you wish this work removed, what other work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature: _____

Date _____

Material Selection Policy

Purpose: The Marion Public Library selects materials and develops collections in many different formats to provide Marion residents with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public.

Policy:

1. One objective of the Marion Public Library is to select, organize, preserve, and make freely available materials that help individuals and groups in the community to: a. pursue continuing education b. develop their creative capacities c. become more responsible members of the community d. understand their cultural heritage and that of others e. become more capable in their occupations f. use their leisure time creatively g. obtain needed information
2. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
3. In its selection of materials, the Marion Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, as adopted by the American Library Association.
4. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.
5. The final responsibility for material selection lies with the Library Director. The Director will work with input from other library staff. Recommendations from the public are welcomed and encouraged.
6. Challenges regarding specific materials will be reviewed upon written request. A form for this purpose may be requested from any professional librarian.
7. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.

8. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided. Materials listed in standard public library indexes will generally be acquired.
9. Selection of materials may be influenced by many factors, including but not limited to the following: a. budgetary considerations, b. physical limitations of the library building, c. suitability of the format and construction, d. availability of specialized materials in other local libraries, e. availability of material through interlibrary loan, f. the need for added materials in subject areas, and, g. the special needs of library patrons for materials in accessible formats.
10. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gifts and Donations Policy.
11. The library collection will be kept attractive and current by a continual program of repairing, discarding or replacing worn and out-dated materials.
12. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

Gifts and Donations Policy

Rationale: The Marion Public Library believes that the private initiative has an important role in extending and enriching the services of the library. The Library Board establishes this policy to set guidelines for accepting gifts.

1. Conditions under which gifts will be accepted:

- Gifts for the library should be of such a nature that usage of them falls within the Mission Statement of the Library.
- Gifts should be viewed as an addition or supplement to, not a reduction of, the operating budget of the library.
- The Director will routinely determine if gifts are acceptable under this policy. Gifts resulting in ongoing costs to the institution such as staffing or special maintenance will require special board approval for acceptance.
- Gifts should be complete and may be refused if the expenditure of library funds is necessary to make the gift item usable.
- Gifts of cash, real property, stocks, trusts, etc, will be accepted. Such resources may be used to purchase materials in keeping with the library's collection development plan, or to provide services in keeping with the library's mission. The purchase of specifically identified titles with such funds cannot be guaranteed, nor does the donor have the right of approval of titles before purchase. However, donors are encouraged to recommend subject areas.
- Depending on the wishes of the donors, some donations may be referred to Marion Public Library Foundation or the Friends of the Library.
- Gifts of art objects, personal property, etc will be accepted if such items have a use in the library. If an item cannot be used, the library reserves the right to sell the item and use the proceeds of the sale for purchases in keeping with the library's Mission Statement. Books will also be accepted with the understanding that the material may or may not be added to the collection.

2. Disposal of gifts:

- The library reserves the right at all times to dispose of any gift without notification to the donor, if in the judgment of staff, such an item no longer serves the purpose of the library.

3. Recognition of gifts:

- Upon request library bookplates may be placed in any library materials purchased with gift funds, format permitting. Programs and services made possible by gift funds will include recognition of such benefactors in their supporting literature.

Meeting Room Policy

The meeting rooms in the lower level of the Marion Public Library are available for use by residents of the Marion area for presentations of informational, educational, or recreational meetings and programs in keeping with the mission of the Marion Public Library. Lower level meeting room facilities will be made available on a first come-first service basis.

Rooms may be used at **no cost to:**

- Non-profit organizations;
- Meetings which are open to the public;
- Public lectures, panel discussions, film and slide presentations, group discussion, workshops, and other similar functions;
- Organizations engaged in education, cultural, intellectual, governmental or charitable activities (public school, girls scouts, boy scouts etc.)

Rooms may be rented at \$25 per day for:

- Personal or family activities (parties, showers, etc.)

Rooms may be rented at \$50 per day for:

- For-profit organizations

Rooms may NOT be used for:

- Any purpose which may interfere with the regular operation of the library. Library programming has priority of rooms at all times.

User agrees to abide by all regulations of the library relating to their use of facilities and accept responsibility for all damages caused to the library and/or equipment beyond normal wear and tear. Costs to repair or replace damage as appropriate, will be determined by the Library Board.

1. Any individuals using the room shall leave it in a neat, clean and orderly condition, the way they found it before use; if not the group/individual will be given notice that the continued offense will result in denied access. Refreshments (non-alcoholic only) may be served. Use of the kitchen will be determined by the Library Director or the Library Board. Garbage from the event shall be removed by the group.
2. Use of the library meeting room does not imply endorsement by the library staff or the library board of the viewpoints presented.
3. The meeting room may be reserved by groups for a complete year if they meet on the same day each month or every 2nd month. Otherwise the room may be reserved no more than 60 days in advance.

4. The library is not responsible for any equipment, supplies, materials, clothing or any other items brought to the library by any group or individual attending a meeting.
5. The library board and staff does not assume any liability on groups or individuals attending a meeting at the library.

Lower level Meeting Room Use Form

Date(s) of use _____

Reminders:

- Key must be checked out at least one business day prior to needing lower level.
- Key must be returned within 48 hours of meeting time or dropped in the book drop in back of building.
- Any tables used must be wiped clean (soap, towels, and bucket will be in the kitchen for your use) and returned to their proper places.
- All garbage must be removed by the group.
- Check bathrooms (2) to see that toilets are flushed, water is turned off in sinks, and lights are off.
- Shut off lights (in lg. room only); lights in elevator room (smaller rm.) are automatic.
- Lock doors when leaving.

Give these top 2 sheets to responsible party.

This form is to be filled out between a librarian and the person responsible for use of the lower level meeting room; form will be kept on file at the Marion Public Library.

Key checkout

Name of organization/purpose _____

Name of person responsible _____

Date of checkout	Key #	Key ret'd??? (date & initial)

I have read the policy and will take responsibility for the use of the lower level of the Marion Public Library.

Signature

Keep this form on file @ library!

Internet and Computer Use Policy

Purpose: The Library Board establishes this Internet policy to ensure appropriate use of Internet resources within the library.

Policy:

1. The Library provides workstations for free public access to the Internet as an informational, educational and recreational resource.
2. The Library expects that all use of electronic equipment resources such as the Internet will be responsible and ethical, consistent with the purpose for which the resources are provided.
 - a. Using Resources for educational, informational and recreational purposes only: not for unauthorized, illegal or unethical purposes.
 - b. Respecting the privacy of others by not misrepresenting oneself as another user; by not attempting to modify or gain access to files, passwords, or data belonging to others; by not seeking unauthorized access to any computer system, or damaging or altering software components of any network or database.
 - c. Further respecting the privacy of others using public access work stations at Marion Public Library by not interfering with their use.
 - d. Making only authorized copies of copyrighted or licensed software or data.
 - e. Not sending, receiving or displaying text or graphics which may reasonably be construed by Library staff as offensive to the public.
 - f. Not making unauthorized changes to the setup or configuration of the software or hardware.
3. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Library assumes no responsibility for the quality, accuracy or up to date of any Internet resource. Internet users should be aware that not all information found on the Internet is accurate or current.
4. Parents and legal guardians who are concerned about their children's use of the Internet are expected to provide guidance to their children and monitor their use of their resource. Only they are in the position to define what material or information is consistent with their personal and family

beliefs, and only they can apply these values for themselves and their children as they use the library resources. Parents are advised, but not required, to accompany children using the Internet at the Library, in order to monitor the content of the information to which their children are exposed.

5. Users under age 18 must have a signed permission slip from a parent or legal guardian and are subject to the above restriction. It is the responsibility of the user (or parent or guardian) to determine what is appropriate.
6. There is a 30-minute time restriction on use of the Internet computers unless no other patron is waiting to use a computer. Patrons have a maximum time of 2 hours/day.
7. Copying or downloading can be done to a patron's flash drive at the Library. There will be no downloading to the hard drive.
8. While respecting individual users' rights to privacy, Library staff reserves the right to monitor use of Internet workstations to ensure compliance with this policy. Staff may ask users to remove themselves from Library equipment if they observe any behavior which they judge to be in conflict with this policy. Misuse or abuse of Library computers or Internet access may result in suspension of Library privileges.
9. Patrons must have their own library card with them, fines may not exceed \$5.00, and they may have no overdue items. Patrons must sign in at the Internet computers. If no computers are available, then the patron may sign in at the sign-in station computer to be able to use the next available computer.

Marion Public Library Computer and Internet Policy

Please review the following pages before agreeing to this policy. *This policy also applies to personal equipment (laptops, etc.) utilizing a library Internet connection.*

1. The Marion Public Library does not censor or filter your access or protect you from information you may find offensive. The Marion Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
2. You must have a current InfoSoup library card.

3. Minor children under 18 years of age must have a parent/guardian read, agree to, and sign the Internet Policy in person.

4. Use of the Internet computers is on a first come, first serve basis. The Library uses SAM (Smart Access Manager) computer software. The Internet sessions are in 30 minute blocks. Your time may be extended up to 2 hours per day depending on availability with the exception of after school. After school time limits will be 30 minutes. There are circumstances when more time is needed for testing or job applications and those will be decided by the Library director on a case by case basis.

5. A maximum of 2 people may use a computer at one time and each must have agreed to the policy.

6. The SAM software requires users to accept the Library Internet agreement. This agreement implies acceptance of the Library Internet Policy, available upon request.

7. The Internet computers will be available during normal library hours, subject to periodic maintenance.

8. There will be a \$0.20 charge for all printed copies.

9. The Library prohibits the use of its computers and network for unauthorized, illegal or unethical purposes.

10. The Library prohibits use of its computers and network to access material that creates a hostile working environment to patrons or staff, is obscene, contains child pornography, or is harmful to minors.

11. The Library prohibits the misuse of copyrighted material as per state and federal law.

12. The Library prohibits misrepresenting oneself for any purpose.

13. The Library prohibits invading the privacy of others or interfering with their computer use.

14. Any use in violation of this Internet Policy may result in the loss of Internet privileges. For copyright infringement and other illegal offenses the Marion City Police Department will be notified. First violation may result in the loss of privileges for up to three months. Second violation may result in the loss of privileges for up to one year.

Emergencies/Disasters Policy

Inclement Weather

The Library may close (or postpone opening) when weather conditions exist making it highly improbable for travel. The Library will open at 10:00 a.m. when school has been called off or remain closed if weather is severe and opening would be hazardous. Each situation is different so the Library director and Library Board President will discuss and make final decision. However, maximum effort will be made to maintain regular library operating hours. If a decision is made to close or postpone, Radio Stations, TV stations, Internet, Phone message and Signs on door will announce the decision. If the decision to close is made during the hours of 8:00 a.m. - 4:30 p.m. the City Administrator will also be notified. Staff members unable to work on the assigned day will not be paid for hours missed. Hours may be made up within the same pay period if the director so desires.

Health Emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured person comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable. The Rescue Squad (or 911) should be called immediately in the event of any serious problem. No medication, including aspirin, should ever be dispensed to the public. Staff will attend blood borne pathogens training each year.

Power Failure

The library will be closed during a power failure and patrons already in the building will be asked to leave. Staff will continue to work with the available light and normal routine may resume when the power is restored.

Tornadoes

When a tornado has been sighted within in the community, the city siren will sound the warning. The library staff will then advise the library's patrons of the situation and ask them to proceed to the lower level. A radio and flashlight should accompany the group. Normal routine may resume when the all clear sign is given.

Fire

Staff should familiarize themselves with the type, location and application of the fire extinguishers in the building. If the building's fire alarms should sound, staff should investigate the situation to find out what is happening and where. If there is an indication of fire, the building should be evacuated and the Fire Department phoned. No one should re-enter the building until the all clear has been given by the Fire Department.

Fire Extinguishers are located:

Three on upper level:

- 1 – Near inside front door on Main Street entrance
- 2 – Back of library in hallway near back storage room
- 3 – In hallway near restrooms and water station

Three on lower level:

- 1 – In Playroom
- 2 – On wall next to kitchen
- 3 – In hallway near the restrooms

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION**. Pay particular attention to peculiar background noises such as motors running, background music, and any other sounds, which may indicate the location from which the call is originating. Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments. When the caller hangs up, hang up the phone. After hanging up the phone, do a trace by picking up the phone and dialing *67. Listen for a message stating that you have successfully activated Call Trace. Hang up and note the date and time. Call the Marion Police Department at 715-754-5060 to report the incident and notify them that you activated a call trace. Clear the building. The police will handle the actual bomb search.

School Hours Policy

The Marion Public Library requires all school-aged children to have a note allowing them to be in the library during school hours if a parent is not present. They must have one of the following:

1. A note from a parent or school personal excusing them from school with the library as a destination. There must also be a phone number where this note can be verified, at the director's discretion.
2. Home-schooled children must have a note from a parent stating they are allowed to be in library.

If the school aged child does not have a note stating that they are allowed to be in the library, they will be asked to leave.

Circulation Policy

1. All residents of the state of Wisconsin are eligible for a library card, regardless of their county or city residence.
2. All library circulation records are confidential under Wisconsin Statute 43.30, subject to federal legislation that supersedes this section.
3. The library participates in the OWLSnet shared automation network and works cooperatively with other OWLSnet libraries to maintain borrower's records and lend materials. Only patrons registered at an OWLSnet library are eligible to borrow materials.
4. Library staff will require those applying for library cards to present two (2) forms of identification sufficient to establish their place of residence (i.e: a drivers' license or state I.D. and an additional proof of residence such as a piece of mail. There shall be no charge for issuing or renewing a card. The fee for a replacement of lost library cards is \$3.00.
5. Patrons applying for library cards will sign a responsibility statement on the registration card.
 - a. The library will require that a parent or guardian must sign the application form for minor children under 18.
 - b. Parents or guardians are responsible for their minor children's use of library materials, including payment of any fees or charges incurred by their children.
 - c. All family members participating in library programs must have their own library card.
 - d. The library will comply with a parent or guardian's written request restriction of their minor child's access to specific collections at checkout.
6. The library staff shall set loan periods and limits on the number of materials which can be borrowed.

- a. Total checkouts of videos and DVDs (Category A): 25
 Total checkouts music CDs (Category B): 25
 Total checkouts of audio books (Category C): no limit
 Total checkouts of software (Category D): no limit
 Total checkout of books: no limits
 Total number of checkouts is: 75
 Total numbers of holds: 15
 - b. Short loan items may be checked out for 14 days with no renewal.
 - c. Items may be renewed only if there are no holds on the items.
 - d. Marion Advertiser (years 1895-1950) is now on flash drives and can be checked out at the front desk. Special Flash drive policy is in place.
 - e. Reserve lists for library materials will be maintained on the library's database and people will be contacted in the order in which their name appears on the list; failure to pick up materials within 7 days will cause the items to either be put back on the library shelf or returned to the owning library and the hold will be cancelled.
7. Items are due at closing time of due date unless they are dropped in the drop box after hours. Items dropped in the box by 9 am the day following their due date will be back dated to the previous date and not incur any fines.
8. The library may charge a fee or recover costs for the following situations:
- a. Lost Library Card=\$3.00.
 - b. Items returned overdue will be charged a fine:
 - 1. \$.10 per day for books, audio books, CD's and magazines
 - 2. \$.50 per day for DVDs.
 - 3. The maximum fine for late items will be \$10.00
 - c. Damaged items or replacement of items damaged or not returned=the cost of the item
 - d. Photocopies (\$.20 per page, \$.40 for double sided copies; \$.25 for color copies)
 - e. Faxes: Outgoing - \$.50 for each page; maximum of \$10.00; Incoming - \$.50 per page
9. Library staff may deny borrowing privileges to cardholders:

- a. with a significant number of overdue materials not returned
 - b. for fines exceeding \$5.00
 - c. banned from being in the library for behavior problems.
- 10 . The library reserves the right to take measures up to and including legal action to recover materials not returned. Staff will make every effort to reach the patron before the matter is turned over to the collection agency.

Continuing Education/Staff Development Policy

Purpose: The Marion Public Library acknowledges that library science is a continuing and changing field and the Library wishes its employees to keep up with the changes in libraries and library science.

Workshops, Meetings:

- 1) Employees may be allowed to be absent from duty for the purpose of attending seminars and workshops, professional and business meetings, or visiting other libraries. The Director shall authorize attendance in accordance with scheduling needs and budget.
- 2) Mileage, meal expenses, and parking expenses will be reimbursed through the library budget.
- 3) Employees and Trustees are encouraged to apply for scholarship money for workshops (if available) for expenses incurred.
- 4) First preference for workshop or professional meetings attendance will be given to the personnel who must maintain their minimum professional certificate.

Educational Development:

- 1) Staff members shall be encouraged to take appropriate college courses, vocational courses, or workshops to improve their competencies in library work.
- 2) Whenever possible, the Director shall authorize changes in work schedules, providing that time is "made-up" and that normal services are not disrupted.
- 3) The Library budget shall include an amount, to be determined by the Board, to defray tuition and fee expenses for employees.
- 4) Employees should request permission as far in advance as possible, and date of application may be considered in the decision to grant the request. Application should include a description of coursework, schedules, a list of fees, and a statement concerning the benefit to the library. Primary consideration will be given by the board to those applications which offers a direct benefit to the library.
- 5) The employee shall agree to return any tuition grant to the library if he/she leaves employment within a year after course completion.
- 6) Approval is discretionary and the Board will not be obligated to expend all budgeted funds.
- 7) The Board may request an employee to enroll for outside coursework, in which case the library will pay all legitimate expenses and allow paid time off to attend classes.

Professional Associations:

- 1) The library recognizes the value of library professional associations and encourages employees to participate in them, especially the Wisconsin Library Association and the American Library Association. Attendance at their conferences is to be encouraged. Within reason and subject to the scheduling needs of the library, the Director may

permit attendance on library time. Time off will be limited to the number of work hours missed, not the number of hours in attendance.

- 2) Volunteer work as an officer or committee member on behalf of a professional association is encouraged, but is secondary to the employee's responsibilities to this library. Employees nominated or appointed to positions, which would require significant time away from the library, shall discuss the matter with the Director (or Board of Directors) in advance. All volunteer work will be on employees own time.
- 3) The library will further support membership by paying the basic dues in the Wisconsin or American Library Association.
- 4) Expenses for attendance at professional conventions and /or conferences may be reimbursed partially within budget limitations. Employees will be asked to seek further assistance in the form of scholarship money.

Equipment Disposal Policy

The library at times may have equipment which it no longer uses or needs. The Library may consider or use any of the following options.

- 1) Equipment may be transferred or sold to any other entity of the government or to other Libraries in the Outagamie Waupaca or Nicolet Systems, in accordance with section 59.07 (1), Wisconsin Statutes.
- 2) Equipment may be sold through sealed bid or auction. The Board of Directors prior to the sale, will approve a list of equipment to be sold. The results of such sale shall also be reported to the board.
- 3) Equipment of a value, which would not attract substantial competitive bidding, may be sold at negotiated prices. The Board, prior to the sale, will review the sale of equipment at the negotiated prices. The result of such sale shall also be reported to the Board of Directors.
- 4) Equipment may be used as a "trade-in" on the purchase of similar equipment.

- 5) Equipment which no longer works, is obsolete, or otherwise has no significant market value may be disposed of, or recycled, as waste.
- 6) Anyone who donated items to the library will be made aware of this policy in the event that such items are one day disposed of.

Fax Machine Policy

The Marion Public Library will make the fax machine available to the public on a limited basis as follows:

- 2) Only the library staff will operate the fax machine.
- 3) The library accepts no responsibility for missing pages, bad transmissions or incomplete identification on incoming faxes.
- 4) If the patron chooses not to stay in the library until the fax is seen through, the library does not take responsibility if the line is busy or the fax does not go through. The staff will attempt to reach the patron and leave the fax at the front desk.
- 5) All payments must be prepaid before faxing out or receipt of materials.
- 6) Outgoing faxes will be charged \$0.50 for each page with a maximum of \$10.00. Incoming faxes will be charged \$0.50 per page for US and International faxes. Faxes will be held at the front desk for 10 days then discarded if not picked up. Patrons expecting a fax must call the library to see if it has been received.
- 7) A call placed to a busy signal will be resubmitted up to 5 times by library staff. If the line continues to be busy, the patron will be asked to come back a different time.
- 8) Faxing hours are the same as the operating hours of the library. Faxes may be received during non business hours, however they will not be available until the next time the library is open.

Item Recovery Policy

The following Loan Periods have been set:

- 1) There is an overall check out limit of 75 items at a time, but only 25 may be CDs and only 25 may be videos/DVDs.
- 2) There is a 7 day checkout period for Videos/DVDs. They may be renewed if there is not a hold on them.
- 3) Books & Audiobooks maybe checked out for 4 weeks. They may be renewed if there is not a hold on them
- 4) Music CDs may be checked out for 14 days. They may be renewed if there is not a hold on them.
- 5) Short Loan items are all 14 day checkout. They may be renewed if there is not a hold on them.

Steps to recovery

- 1) After 14 days of general library materials or 7 days of DVDs or videos being overdue, a notice will be sent. Staff will check the shelves before sending the notice.
- 2) After 45 days of general library materials or 30 days of DVDs being overdue a bill will be sent. Staff will check the shelves again before sending the notice.
- 3) After these steps have been taken and items not returned or bills paid, patron will be turned over to Unique Mgmt. Services, the collection agency we are in contract with. Unique Mgmt. Services will handle the debt recovery and will charge an additional fee of \$10.00.

Unattended Child Policy

The Marion Public Library is dedicated to providing a warm, welcoming, exciting and safe environment for people of all ages. Sharing this environment with other people requires that all follow the Rules for Patron Responsibility and Conduct (see p. 35+) that have been established by the Board of Library Trustees.

The Marion Public Library encourages children to use its facilities and services whenever they can. Please be aware that children under the age of 8 must always be accompanied by a parent or guardian or assigned caregiver over the age of 16.

When children are left alone they become frightened or anxious. If they wander through the building they may encounter hazards such as stairs, doors, furniture or electrical equipment. They may also become bored and restless and could disturb the enjoyment and work of others.

The safety of children left alone in the library building is a serious concern of the library staff. The responsibility for the safety and behavior of children at the library rests with the parent/caregiver and not the library personnel. Library personnel cannot be responsible for children who are unattended or demonstrating inappropriate behavior. The following guidelines will be followed concerning the care and behavior of young library users.

- 1) Children under the age of 8 must have a parent/caregiver in the immediate vicinity of and in visual contact with the child. The assigned caregiver must be a responsible person and must carry emergency contact information.
- 2) If a child is younger than 8 and is found unattended, library staff will attempt to locate the parent/caregiver in the library and inform them of the rules. If the parent/caregiver cannot be found, or if the child is found unattended again, the police will be called for assistance.
- 3) If a child has special needs related to physical or mental ability, history of disruptive behavior, emotional problems, lack of adequate attention span, or incomplete social skills, the child must be supervised by the parent/caregiver at all times.

- 4) Children age 8 and older may use the library on their own. However, parents are still responsible for the actions of their child (ren). Children using inappropriate behavior will be asked to leave the library. This is a particular concern in inclement weather and after dark. All children should have the phone number of someone who can assist them in an emergency.
- 5) Teenagers are treated as adult users. However, they are still legally the responsibility of their parents and should have an emergency contact available. Teenagers using inappropriate behavior will be asked to leave the library.
- 6) Closing Time: Children, under the age of 12 who do not have transportation home at closing time, will be asked to call people who can pick them up at the library. If transportation is not available with 15 minutes of closing, the police will be called for assistance.
- 7) The Marion Public Library assumes no responsibility for children left unattended on Library premises.

Program Policy

1. Library programs will generally be free and open to the public, except as noted below.
2. Staff plans library programs and makes them available to the community as a whole, but some programs, such as tours, may be given to designated groups as requested.
3. There are several types of Library programs:
 - a. General programs and regularly offered classes are free and open to the public.
 - b. Advance ticketed programs are special events with limited seating.
 - c. Ongoing program series or classes that restrict participation may limit enrollment. Examples include story hour series, book discussion groups, and similar groups.

- d. Private programs for library meetings or library supported groups may include invite-only attendance, an admission charge, or fundraising with approval of the Director.
- e. Public Programs planned for library fund-raising may include an admission charge.
- f. The library provides group tours and library orientation upon request.

Volunteer Policy

Purpose:

The Marion Public Library Volunteer Program supplements the efforts of paid library staff to provide quality library collections, services, and programs; serves as a method for area residents to become familiar with the library; and creates opportunities for individuals to feel personal satisfaction while performing a valuable service for the community.

1. A volunteer is a person who performs tasks for the Marion Public Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of the Boards, such as the Board of Directors, or Friends of the Marion Public Library Board. There are also service volunteers, who do work for the Library and function in ways similar to staff.
2. 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. Volunteers may or may not be members of the Friends or Marion Public Library.
3. The City of Marion does not provide workers compensation coverage for volunteers. The City requires negligence on the City's self-insured liability coverage.
4. Service volunteers who work on a regular basis at the Library building will fill out a volunteer/community service application (see next page). This form will be kept on file as long as the volunteer helps at the library. Minor children may only work as volunteers with the signed consent of a parent or legal guardian.

Marion Public Library Volunteer/Community Service Application

Name: _____ Phone # _____

Address: _____

Do you have previous library experience? YES NO

Are you currently employed? YES NO

Do you have a library card? YES NO

Please share previous work experience and/or special skills, hobbies etc.

Do you prefer a regular commitment or week by week?

How many hours per week would you like to volunteer? _____

When are you available to volunteer? Please list days/times:

Once receiving this form and reviewing it, someone will contract you to set up specific times and days.

Code of Conduct:

- The volunteer agrees to be on time and call the library if they will be absent.
- The volunteer will conduct themselves in a manner appropriate to the work environment.
- The volunteer will wear clothing appropriate for the work environment.

I agree to the following:

- I will follow the Marion Public Library’s volunteer code of conduct.
- I give the Marion Public Library permission to run a background check.
- I’m over the age of 12 (if under 18, I have my parents’ permission).
- I verify that the above information is true and correct.

Signature_____

Parent Signature if a minor:_____

Patron Responsibility and Conduct

Patrons and Library staff have the right to a secure and comfortable environment:

- Any behavior that infringes on patrons or employees using or working in the library is prohibited.
- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.
- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library Administration.
- Use of tobacco products is prohibited in the building or lobby or directly outside of entrance doors. Staff who observe persons in violation should see that they are informed of the policy and ask them to comply. In cases of non-compliance, staff may ask patrons to leave library property until they comply or summon the Police to cite violators for trespassing if necessary. Repeat or flagrant offender may forfeit library use privileges.
- Roller-skating, roller-blading, bike riding, and skateboarding are not permitted in the Library or the lobby.
- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building.
- Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits. Blocking or obstructing an entrance, exit, or sidewalk is not permitted.
- Individuals or groups may not loiter in or around the Library.
- Animals, except those used to aid persons with disabilities, or as part of a Library sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.
- The Library is not responsible for personal belongings left unattended.
- Patrons have the right to use library materials and services without being disturbed by others.
- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
- Limit cell phone use while in the library.
- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.
- Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration.
- Panhandling is not permitted on Library property.

- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
- Sleeping is not allowed in the library.
- Staring at or following others with the intent to annoy or harass them is not permitted.
- Weapons, concealed or otherwise, are not permitted on library property.
- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the Unattended Minor Policy.
- Materials, policies, and laws are to be respected.
- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Violators will be prosecuted.
- The violation of federal or state laws or local ordinances is not permitted on Library property.

**Failure to comply with these rules may result
in the loss of library privileges.**

Marion Public Library Smoking and Tobacco Use Policy

Purpose

Patrons of the library have the right to use materials and services without being unduly disturbed or impeded by other users. While patrons and staff have the right to a secure and congenial environment, smoking and second-hand smoke pose a health risk and create an unpleasant environment for non-smokers.

Policy

1. Smoking, rolling cigarettes, using e-cigarettes (“vaping”), or chewing tobacco is not permitted in the library or on library property.

2. Staff who observe persons in violation should see that they are informed of the policy and ask them to comply. In cases of non-compliance, staff may ask patrons to leave library property until they comply or summon the Police to cite violators for trespassing if necessary. Repeat or flagrant offender may forfeit library use privileges.