



# **Karl Junginger Memorial Library**

Waterloo, Wisconsin

## **Library Policies**

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## **100. Mission Statement of the Karl Junginger Memorial Library**

The Karl Junginger Memorial Library strives to bring people, information, and ideas together to enrich lives and strengthen community.

*Approved: 02/23/06, 06/14/2016, 06/12/2018*

## **200. ALA Policies**

### **201. Freedom to Read Policy**

The Board of Trustees and the staff of the Karl Junginger Memorial Library believe and support the following statement made jointly by the American Library Association and the Association of American Publishers.

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 These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals.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

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising his critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow citizens.

We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be “protected” against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of accelerated change.

And yet, suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

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

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

We therefore affirm these propositions:

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

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process.

Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

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

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

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

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

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

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

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

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

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

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

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

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

*This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers. Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, July 12, 2000, by the ALA Council and the AAP Freedom to Read Committee.*

*A Joint Statement by: American Library Association of American Publishers*

*Approved: 10/12/1995*

*Reviewed: 12/11/02, 09/14/2016, 06/12/2018*

## **202. Library Bill of Rights**

The Board of Trustees and staff of the Karl Junginger Memorial Library fully support the following Library Bill of Rights, created by the American Library Association:

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

*Adopted June 18, 1948.*

*Amended February 2, 1961, and January 23, 1980,*

*Inclusion of "age" reaffirmed January 23, 1996,*

*By the ALA Council.*

*Approved: 09/13/96*

*Reviewed: 12/11/02, 09/14/2016, 06/12/2018*

## **205. Free Access to Libraries for Minors**

The Board of Trustees and staff of the Karl Junginger Memorial Library fully support the following Interpretation of the Library Bill of Rights:

Library policies and procedures which effectively deny minors equal access to all library resources available to other users violate the Library Bill of Rights. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users.

Article V of the Library Bill of Rights states, "A person's right to use a library should not be denied or abridged because of origin, age, background, or views." The "right to use a library" includes free access to, and unrestricted use of, all the services, materials, and facilities the

library has to offer. Every restriction on access to, and use of, library resources, based solely on the chronological age, educational level, or legal emancipation of users violates Article V.

Libraries are charged with the mission of developing resources to meet the diverse information needs and interests of the communities they serve. Services, materials, and facilities which fulfill the needs and interests of library users at different stages in their personal development are a necessary part of library resources. The needs and interests of each library user, and resources appropriate to meet those needs and interests, must be determined on an individual basis. Librarians cannot predict what resources will best fulfill the needs and interests of any individual user based on a single criterion such as chronological age, level of education, or legal emancipation.

The selection and development of library resources should not be diluted because of minors having the same access to library resources as adult users. Institutional self-censorship diminishes the credibility of the library in the community, and restricts access for all library users.

Librarians and governing bodies should not resort to age restrictions on access to library resources in an effort to avoid actual or anticipated objections from parents or anyone else. The mission, goals, and objectives of libraries do not authorize librarians or governing bodies to assume, abrogate, or overrule the rights and responsibilities of parents or legal guardians. Librarians and governing bodies should maintain that parents – and only parents – have the right and the responsibility to restrict the access of their children – and only their children – to library resources. Parents or legal guardians, who do not want their children to have access to certain library services, materials, or facilities, should so advise their children. Librarians and governing bodies cannot assume the role of parents or the functions of parental authority in the private relationship between parent and child. Librarians and governing bodies have a public and professional obligation to provide equal access to all library resources for all library users.

Librarians have a professional commitment to ensure that all members of the community they serve have free and equal access to the entire range of library resources regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Librarians and governing bodies must uphold this principle in order to provide adequate and effective service to minors.

*Adopted June 30, 1972; Amended July 1, 1981; July 3, 1991, by the ALA Council.*

*Approved: 10/12/95*

*Reviewed: 12/11/02, 02/15/2017, 06/12/2018*



## **210. Statement of Professional Ethics**

Since 1939, the American Library Association has recognized the importance of codifying and making known to the public and the profession the principles which guide librarians in action. This latest revision of the CODE OF ETHICS reflects changes in the nature of the profession and in its social and institutional environment. It should be revised and augmented as necessary.

Librarians significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, librarians are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

Librarians are dependent upon one another for the bibliographical resources that enable us to provide information services, and have obligations for maintaining the highest level of personal integrity and competence.

### **Code of Ethics**

1. Librarians must provide the highest level of service through appropriate and usefully organized collections, fair and equitable circulation and service policies, and skillful, accurate, unbiased, and courteous responses to all requests for assistance.
2. Librarians must resist all efforts by groups or individuals to censor library materials.
3. Librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired.
4. Librarians must adhere to the principles of due process and equality of opportunity in peer relationships and personnel actions.
5. Librarians must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of an institution or professional body.
6. Librarians must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the employing institution.

*Approved: 10/12/95,  
Amended & Reviewed: 11/17/98, 02/15/2017, 06/12/2018*

## **215. Confidentiality of Library Records and Library Use**

The Karl Junginger Memorial Library protects the privacy of library records and the confidentiality of patron use of the library as required by relevant laws. In addition, the Karl Junginger Memorial Library Board of Trustees 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.

A. Legal Requirements

1. The relevant Wisconsin laws concerning the confidentiality of library records are Wisconsin Statutes Section 43.30 and the Wisconsin Personal Information Practices Act Sections 19.62 to 19.80.
2. Under Section 43.30, library records that indicate the identity of any individual who borrows or uses the library's documents or other materials, resources or services may only be disclosed:
  - a. with the consent of the individual library user, or
  - b. by court order, or
  - c. to custodial parents or guardians of children under the age of 16, or
  - d. to persons acting within the scope of their duties in the administration of the library, or
  - e. to other libraries for interlibrary loan purposes [see ss.43.30(2) and (3)].
3. Under Wisconsin's Personal Information Practices Act Sections 19.62 to 19.80, the KJML Board of Trustees has developed procedures to protect the privacy of personal information kept by the library. They have developed rules of conduct for employees involved in collecting, maintaining, using, and providing access to personally identifiable information. The employees know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.
4. Records indicating the identity of library users include a library user's name, street address, zip code, telephone number, driver's license number, e-mail address, date of birth, and library card number.
5. Records held by the library that include personally identifiable information about library users may also contain information that must be provided to those who request that information as required by Wisconsin's public records law. Personally identifiable information about library users must be redacted from any records that are publicly disclosed, except as the records are disclosed under one of the five exceptions provided by Section 43.30 (see above).
6. Wisconsin Act 169 was enacted on February 29, 2016 which allows the library the ability to utilize a third party to assist with retrieving unreturned materials or receive compensation for them. Under the provisions of the law, the library may disclose information to a third party (defined below) but the information disclosed is limited to the individual's name, contact information, and amount owed to the library. Information about the materials is not to be disclosed. The qualifying third parties are:

- 1) A collection agency
- 2) A law enforcement agency, but only if the dollar value of the individual's delinquent account is at least \$50.

B. Rules to be followed by library staff

1. As required by state law, library staff may only disclose library records indicating the identity of library users under the following conditions:

- a. disclosure to staff members of the Karl Junginger Memorial and the staff of other libraries and library systems only according to written procedures that comply with the laws cited above and that are approved by the director
- b. disclosure as authorized by the individual library user
- c. disclosure to custodial parents or guardians of children under the age of 16 [ss 43.30(4)]
- d. disclosure pursuant to court order

2. Library staff must refer all requests for library records and all requests for information about particular library users to the library director.

3. Library staff is 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 board. These include:

- a. When contacting a patron about a hold pick-up, the employee is not to give the title of the item on hold to anyone other than the patron
- b. In-house renewal slips are kept for 2 months and then discarded
- c. When asked to provide a pin number over the phone, the employee must verify the patron with date of birth
- d. Conversations at the service desk may not include the titles of items being checked out or returned by patrons
- e. Conversations between employees about patron information that is necessary for the performance of job duties must take place away from the service desk
- f. Hold pick-up notices will be removed from the Reports list in WorkFlows monthly by Library Director
- g. Overdue notice records are retained electronically for 3 years

- h. Public access computer sign-up sheets are retained for 1 month and destroyed after the monthly count
- C. Handling requests from custodial parents or guardians of children under the age of 16
- 1. The requestor must be the child's "custodial parent", defined as any parent other than a parent who has been denied periods of physical placement with a child under s 767.24(4). The Library staff will:
    - a. request identification
    - b. if the requestor is the parent or guardian listed on the child's library record and the requestor resides at the same address, the staff may provide the requested information; otherwise the staff will
      - c. obtain a completed and signed "Request for Access to Child's Library Record" form to help ensure that the requestor is indeed the child's custodial parent or guardian and that the requestor has not been denied periods of physical placement with the child under s 767.24(4).
    - d. The staff may then grant the request or refer the request to the Library Director.
  - 2. The library staff will attempt to satisfy the request as soon as practicable and without unreasonable delay. In most cases this will be at the time of the request. If there is a question of the requester's guardianship, the staff person may delay the request until review by the Library Director and/or Library Board. If a request is denied by the Library staff, the requester can appeal in writing to the Library Board.
  - 3. Normal photocopy/printing charges will be assessed to the requester for copies of records provided.
- D. Handling of court orders

[Note: All search warrants are court orders, but not all subpoenas are court orders. Library staff may not disclose library records in response to a subpoena that is not a court order if those records indicate the identity of library users.]

- 1. If a law enforcement officer or anyone else brings a subpoena directing library staff to produce library records:
  - a. notify the Library Director, or if the director is not available, notify the highest-ranking staff person on duty
  - b. the Library Director or the highest-ranking staff person should ask the municipal attorney to review the subpoena.

- c. if the subpoena has any legal defects, require that the defects be cured before records are released
  - d. 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
  - e. follow legal counsel's advice for compliance with the subpoena
2. If law enforcement officers bring a court order in the form of a search warrant:
- a. 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
  - b. request that the law enforcement officers wait until the municipal 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. The law enforcement officials are not required to accede to a request to delay the search.
  - c. cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
3. If FBI agents bring a court order in the form of a search warrant issued under the Foreign Intelligence Surveillance Act (FISA):
- a. A search warrant is executable immediately. The law enforcement officers may begin a search of library records as soon as they enter the library.
  - b. Request that the law enforcement officers wait until the municipal 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. The law enforcement officials are not required to accede to a request to delay the search.
  - c. Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are disclosed.
  - d. It is illegal to disclose to any other person (other than those persons necessary to Investigation has sought or obtained records or other items under the Foreign Intelligence Surveillance Act (FISA).

*Approved: 08-10-95*  
*Amended: 11/17/98, 03/20/02, 05/26/09, 07/12/16, 06/12/2018*

**300. *By-Laws of the Library Board***

**BY-LAWS OF BOARD OF TRUSTEES**

ARTICLE I – NAME

This organization shall be called “Board of Trustees of Karl Junginger Memorial Library.”

ARTICLE II – MEMBERSHIP

Section 1. In accordance with requirements of Wisconsin State Statutes, Chapter 43, Board of Trustees of Karl Junginger Memorial Library shall consist of seven (7) members appointed by Mayor of Waterloo with approval of Waterloo Common Council.

Section 2. One member shall be representative of Waterloo School District. Not more than one member of Waterloo City Council shall be a member of Board of Trustees at any one time.

Section 3. Terms of Trustees will be staggered and for three years, with reappointment at discretion of Mayor.

Section 4. Appointments to Board (43.54) and powers and duties (43.58) shall be outlined in the most recent edition of Wisconsin Statutes, Chapter 43 and in accordance with Municipal Code of City of Waterloo, Library Governance.

Section 5. Trustees are expected to attend all meetings. If attendance is not possible, the Trustee should call the Library Director or President of Trustees in advance. Trustee resignations shall be automatic after any Trustee accumulates three unexcused absences within one year.

ARTICLE III – OFFICERS

Section 1. Officers of Board of Trustees shall consist of President, Vice President, Secretary, and Finance. Terms of office for officers shall be for two years. No Trustee shall hold same office for more than four years consecutively except by majority vote of the Board. Officers shall be elected at the regular meeting in May and hold said office until successors are duly elected.

Section 2. Nominating Committee for officers shall be all members of Board of Trustees.

Section 3. President of Board of Trustees shall preside at all meetings, appoint standing or ad hoc committees, authorize calls for special meetings, and perform duties of a presiding officer. Board President will be member of any committee. President, in association with Finance, shall regularly review accounts and trusts held by Board.

Section 4. Vice President shall preside in absence of President. In event of vacancy, shall assume and perform duties and functions of President.

Section 5. Secretary of Board shall keep true and accurate account of all proceedings of Board meetings and perform duties usually expected of that office.

Section 6. Finance of Board shall review bills incurred by library, dis/approve payment of these with authority from Board. Finance approval of bills is required prior to payment of these by City of Waterloo. Finance, in association with President, shall regularly review accounts and trusts held by Board.

Section 7. President of Trustees shall appoint Board member to represent Library on County, Regional, State, or System boards or committees when such is requested by these agencies.

#### ARTICLE IV – MEETINGS

Section 1. Regular meetings shall be held monthly: date, hour, and place to be determined by Board of Trustees.

Section 2. Special meetings can be held at call of Board President or Secretary, or at call of any three members of Board. All Trustees shall receive notice of such meetings at least 24 hours in advance.

Section 3. Public notice of each regular meeting with agenda, date, place and time shall be posted at Waterloo City Hall and the Library and included in local media news releases.

Section 4. Agenda for meeting(s) and Minutes of previous meeting(s) shall be received by Board members at least 7 days prior to meeting date. Suggested agenda topics and written contributions from Library staff shall be submitted for inclusion in Board meeting packets at least 7 days prior to meeting date.

Section 5. Quorum at any Board of Trustees meeting shall consist of 4 or more members in attendance.

Section 6. Majority of affirmative votes of all Board members present at meeting shall be necessary to approve any action. Roll call vote may be prudent in certain business or financial matters. President may vote upon, may make motion, or second a proposal before Board.

Section 7. Finance of Board will present questions or concerns regarding library's bills at regular meetings of the Board or directly to the Librarian at any time. Bills submitted for payment must be signed by the Librarian. Finance must review all bills before the City of Waterloo makes payment of such. Finance may hold back any bills if there are questions.

Section 8. The Library Director shall attend Board meetings except those during which appointment or salary is discussed or decided. The Library Director shall be informed by President of decisions made at these meetings. In the event of the Library Director's absence, a library staff representative will attend the Board meeting.

Section 9. Regular meetings and committee meetings of Board shall be held in accordance with the Open Meeting Law, Wisconsin State Statutes, Chapter 19. Members of public wishing to address Board on a specific issue shall request to be placed on agenda not later than 24 hours prior to time established for respective meeting.

Section 10. Parliamentary procedure will be observed at Board meetings and committee meetings.

Section 11. The suggested order of business at regular Board meetings may be as follows:

1. Call to order
2. Approval of the Agenda
3. Approval of Minutes
4. Correspondence, Appearance, Public Comment
5. Library Director's Report
6. Committee Reports (including recommendations)
7. Unfinished Business
8. New Business
9. Date, place, and time of next meeting
10. Adjournment

Agenda items will be marked *Action* or *Informational*.

Section 12. Waterloo City Attorney will be consulted for legal matters, investments and controversial issues.

Section 13. The Board of Trustees will give an annual performance appraisal of Librarian. Such appraisal shall be in writing and include goals for the coming year. Librarian will give, or direct full-time library staff to give, annual performance appraisals, for all library staff. These appraisals shall be in writing and include goals for the coming year.

## ARTICLE V – COMMITTEES

Section 1. President shall appoint committees of one or more members each for such specific purposes as Board business may require. Committees may be appointed by President for special purposes and dissolved after these have been accomplished.

Section 2. All committees, which have met since the previous Board meeting, shall make progress reports to Board at each regular meeting.

Section 3. No committee will have any other than advisory authority unless given such by action of Board.



## ARTICLE VI – LIBRARIAN AND STAFF

Section 1. Board shall appoint a qualified librarian licensed by the Wisconsin Department of Public Instruction who shall assume executive and administrative responsibilities of Library on behalf of Board and under its review and direction. The Board shall maintain or exceed the certification grade of Librarian required by the State.

Section 2. Librarian shall inform the library's full-time staff of decisions and matters of importance concerning Board and Library administration, policy, and services. A designated library staff member shall assume responsibilities of Librarian during latter's leaves of absence, vacations, or position vacancy. This designate shall inform Librarian of decisions and matters of importance upon latter's return or reappointment of Librarian.

Section 3. Librarian shall 1) recommend to Board appointments of all full-time staff, inform Board of all hires of part-time staff, and recommend to Board the duties of all such appointments and hires; 2) be responsible for proper direction and supervision of staff; 3) oversee care and maintenance of library property; 4) make and/or approve selection of materials in accordance with Board policy; 5) ensure efficiency and quality of library services to public; 6) oversee financial operation of the library within confines of budgeted appropriation; 7) compile and prepare necessary reports; and 8) recommend to Board any purchases of equipment or furniture exceeding \$2,500.

Section 4. In case of part-time or temporary employees, librarian shall have interim authority to appoint without prior Board approval provided any such appointment shall be reported to Board at next meeting.

## ARTICLE VII – Bridges Library System

Section 1. Recognizing importance of library system concepts to growth and success of library services in Wisconsin, Karl Junginger Memorial Library commits itself to membership in Bridges Library System in accordance with agreements and contracts approved and signed with that System by municipal and library officers.

Section 2. As members of Bridges, this library agrees to strive to meet state standards of service as outlined by the Department of Public Instruction.

## ARTICLE VIII – AMENDMENTS TO BY-LAWS AND POLICIES

Section 1. Proposed changes or additions submitted by a Trustee are to be presented at regular Board meetings.

Section 2. Changes or additions are to be voted upon at next regular Board meeting.

Section 3. Majority vote for approval by 5 of the 7 Board member is needed to amend By-Laws and Policies.

Section 4. By-Laws and Policies will be examined **at least every three years** by Board, or its committee, to keep these current.

*Amended: 08/28/02, 05/21/13, 08/06/13, 04/22/14, 02/8/16*

### **301. Karl Junginger Memorial Library Board Policies**

#### **A. Membership**

1. The Karl Junginger Memorial Library Board of Trustees shall consist of seven members.
2. The membership will include a Waterloo school district administrator or his/her representative and six others appointed by the mayor of Waterloo with the approval of the municipal governing body.
3. Members shall be residents of the City of Waterloo, except that not more than two members may be residents of other municipalities.
4. Not more than one member of the municipal governing body shall at any one time be a member of the library board.

#### **B. Compensation**

1. No compensation shall be paid to the members of a library board for their services, except as follows:
  - a. Members may be reimbursed for their actual and necessary expenses incurred in performing duties outside the municipality if so authorized by the library board.
  - b. Members may receive per diem, mileage and other necessary expenses incurred in performing their duties if so authorized by the library board and the municipal governing body.

#### **C. Quorum**

1. A majority of the membership of a library board constitutes a quorum, but any such board may, by regulation, provide that 3 or more members thereof shall constitute a quorum.

#### **D. Officers**

1. Within 60 days after the beginning of terms, the members of the library board shall organize by the election, from among their number, of a president and such other officers as they deem necessary.

#### **E. Responsibilities**

1. The library board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund, and of the purchase of a site and the erection of the library building whenever authorized. The library

board also shall have exclusive charge, control and custody of all lands, buildings, money or other property devised, bequeathed, given or granted to, or otherwise acquired or leased by, the municipality for library purposes.

2. The library board shall audit and approve all expenditures of the public library and forward the bills or vouchers covering the expenditures to the appropriate municipal financial officer.
3. The library board shall supervise the administration of the public library and shall appoint a librarian, who shall appoint such other assistants and employees as the library board deems necessary, and prescribe their duties and compensation.
4. The library board may employ competent persons to deliver lectures at the library.
5. Within 60 days after the conclusion of the fiscal year of the municipality in which the public library is located, the library board shall make a report to the division and to its governing body. The report shall state the condition of the library board's trust and the various sums of money received for the use of the public library during the year, specifying separately the amounts received from appropriations, from the income of trust funds, from rentals and other revenues of the public library and from other sources. The report shall state the condition of all funds in the library board's control and shall state in detail the disbursements on account of the public library during that fiscal year. The report to the division shall include data concerning library materials, facilities, personnel, and operations. The report also shall contain a statement by the library board indicating whether the public library system in which the library participated during the year of the report did or did not provide effective leadership and adequately meet the needs of the library and an explanation of why the library board believes so.

#### **F. Meetings**

1. Library Board meetings will be held in accordance with the "Open Meetings Law" and conducted by Roberts Rules of Order.
2. The agenda
  - a. Will be set by the President of the Board with input from the Library Director. The President may set time limits on agenda items.
  - b. 48 hours prior to the meeting, one or more board members may contact either the Board President or the Library Director for inclusion of specific agenda items.
  - c. A member of the general public who wants an item on the agenda will first be encouraged to attend the meeting and speak at the public comments portion of the meeting. Public comments are limited to 3 minutes per person. Discussion may be closed by the Board President if no additional information is being discussed. The Board President may choose to include the topic on a future Board meeting agenda.
  - d. Each item of Unfinished Business will be designated as Informational or Action.

**G. Committees**

1. The Library Board President may create standing committees or ad hoc committees to handle Board business.
2. The following standing committees exist:
  - a. Building/Grounds
  - b. Finance
  - c. Personnel
  - d. Policy
  - e. Scholarship
3. Individual committee members designate one board member to serve as chairperson.
4. All committees report back to the Board where action is taken

*Approved: 09/13/95;  
Amended & Reviewed: 11/24/09, 06/9/15, 04/11/17*

**401. Selection of Materials**

**A. Introduction**

1. The appropriate selection of library materials is central to carrying out the Karl Junginger Memorial Library’s mission, by encouraging “an informed citizenry in a lifelong love of learning and reading” while striving “to remove the barriers of ignorance, intolerance, indifference and censorship.
2. Ongoing materials selection activities are founded on staff familiarity with existing collections, their awareness of the needs of library users, and their knowledge of retrospective, current and future trends in informational, educational, and recreational materials suitable for public library use.
3. The purpose of this Materials Selection Policy is to guide staff in the acquisition of material that is of current interest and/or of lasting value to existing and potential library users. The Policy is also intended to familiarize library users with the principles upon which selection decisions are made for the Karl Junginger Memorial Library collections.
4. The Materials Selection Policy applies to all formats in circulation.

**B. Context for the Policy**

1. The selection of library materials for the Karl Junginger Memorial Library is driven by principles defined in the Karl Junginger Memorial Library Mission Statement and is further informed by the Freedom to Read statement jointly made by the American Library Association and the Association of American Publishers, and the American Library Association’s Library Bill of Rights.

### **C. Responsibility for Selection Activities**

1. While oversight for library collections rests with the Board of Trustees, the responsibility for selection of materials is vested in the Library Director who may delegate this professional activity to qualified and knowledgeable resource staff.

### **D. Selection Guidelines**

1. Selection activities are supported by attention to critical reviews, bibliographies, knowledge of publishing trends, and recommendations from library patrons. Activities are responsibly exercised within the context of available funds.
2. The Karl Junginger Memorial Library selects:
  - a. Source materials and thoughtful interpretations that document or shed light on the past.
  - b. Contemporary materials representing varying points of view that are of current interest and possible future significance.
  - c. Materials that inform and increase an individual's ability to function effectively as a member of society.
  - d. Materials that provide aesthetic experiences, stimulate the imagination and increase an individual's potential creativity.
  - e. Materials that expand an individual's understanding of the world in which they live.
  - f. Materials that entertain and may enhance an individual's enjoyment of life.
  - g. Materials in differing languages as appropriate.
  - h. Special consideration is given to materials with Wisconsin and local content.
3. The exceptions are digital materials, which are provided through a state-wide buying pool, to which KJML contributes funds. These materials include audio, video and electronic books and are selected for Overdrive through the Wisconsin Public Library Consortium. KJML has no direct control over this selection, other than to recommend titles for license. Selection Committee and WPLC Collection Development Policy can be found here: <http://www.wplc.info/committees/selection-committee>.

### **E. Selection Criteria**

1. Using the above guidelines, Karl Junginger Memorial Library staff shall consider:
  - a. Suitability of physical form for library use.
  - b. Suitability of subject and style for the intended audience.
  - c. Present and potential relevance to community users.
  - d. Insight into the human and social condition.
  - e. Importance as a record of the times.
  - f. Relationship to the existing collection.

- g. Availability of material from other local libraries and through interlibrary loan.
- h. Reputation, skill, competence and purpose of the originator of the work.
- i. Attention of critics, reviewers and the public.
- j. Item cost.
- k. Recommendations from library patrons.

#### **F. New Formats**

1. Careful consideration is given to the introduction of new formats to Karl Junginger Memorial Library collections. Budget considerations, community needs and the probable impact on existing resources are all reviewed before items are selected and introduced to collections in a new format.
2. The selection of material in any new format may result in the library's decision to retire specific items or material formats from its collections.

#### **G. Donated Items**

1. Items donated to the Karl Junginger Memorial Library will become the sole property of the library, and thus may be added to the collection, discarded or sold at the discretion of the Library Director.

#### **H. De-selection Activities**

1. The Karl Junginger Memorial Library's collection is not archival, and is regularly assessed for condition, accuracy, currency, usage, and relevance to library patrons. The de-selection of materials from any collection is a formal process conducted by knowledgeable staff as a necessary means to maintain collection vitality, size and scope.
2. The following are some of the criteria considered when making de-selection choices:
  - a. Condition of the material.
  - b. Validity of its content.
  - c. Demand.
  - d. Cost of maintenance.
  - e. Historical value.
  - f. Literary significance.
  - g. Space constraints.

#### **I. Reconsideration of Materials**

1. The library recognizes the right of any individual or group to reject library material for personal use, but does not accord to any individual or group the right to restrict the freedom of others to make use of that same material. Policy 405 states the process for reconsideration.

## **J. Interlibrary Loan**

1. Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection. In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Karl Junginger Memorial Library agrees to lend its materials to other libraries through the same interlibrary loan network, and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

*Approved:  
Amended & Reviewed: 03/25/04, 09/21/06,  
05/21/14, 03/14/2017*

### **402. Programs, Displays & Brochures**

#### **A. Programs and Displays**

Programming is offered as a library resource that provides information, education, and recreation to library users. It may utilize library staff, books, library and community resources, resource people, displays, and media presentations. In addition to library initiated programming and displays, the Library may choose to co-sponsor programs and displays with the Friends of the Library and with other agencies, organizations, and educational institutions.

Selection of topics for programming and displays is made by library staff on the basis of interest and needs of library users and the community. The Library shall determine or approve the content of any displays placed anywhere in the building or on the grounds, excluding short-term displays placed in the Library's public meeting rooms by outside groups. Opinions and views expressed in the programs and displays are not the opinions of the library board or staff.

#### **B. Brochures, Posters, Etc.**

In addition to distributing brochures produced or intentionally secured by the Library, the Library provides space, subject to availability, for distribution of brochures and similar materials that are donated to the Library but not added to the collection. Subject to availability, space is also provided in the Library for posters advertising events sponsored by non-profit organizations.

Space for these items is provided on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Materials shall not be excluded because of the origin, background, or views of those contributing to their creation; nor shall they be proscribed or removed because of partisan or doctrinal disapproval. Although space is provided, no endorsement of the viewpoints expressed in these or other materials found in the Library is implied. Brochures and other printed materials produced strictly for the purpose of selling merchandise, or for merchandising for-profit services, shall not be accepted.

All brochures, posters and similar materials shall be submitted to library director for approval, subject to the guidelines outlined in this policy. Materials lacking this approval and found already displayed in the public areas will be removed. The Library shall place approved items in the appropriate location as determined by the Library. Brochures, posters, and similar materials provided to the Library will be placed in these designated areas only. Items of this nature submitted to the Library will not be returned after display.

*Amended: 06/23/03, 05/22/07; Reviewed: 07/14/15, 08/08/17*

#### **403. Donations of Books and Media**

The library will accept donations of books and media. Once donated, the books and media become the property of the library, and the library reserves the right to use and dispose of them in the manner most useful to the library. This could include adding them to the collection, sending them to other libraries or schools, placing them in the Friends of the Library book sale, or disposing of them.

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

*Adopted: 06/25/2003; Amended: 05/22/2007,  
Reviewed: 08/11/2015, 08/08/17*

#### **404. Monetary Donations, Memorials and Bequests**

##### **A. Monetary Donations, Memorials and Bequests**

The library requests that all donations to the library be unrestricted. The Board of Trustees will review all donations over \$2,500 in value.

Upon receiving notice of a donation, memorial, or bequest, the Board of Trustees will evaluate what, if any, conditions are attached to the donation, memorial, or bequest. If the conditions are burdensome to the library, or do not comply with the library's Materials Selection Policy, the Board of Trustees will seek to negotiate modifications with the donor or court of competent jurisdiction. If that cannot be done, the donation, memorial, or bequest will be declined. The Board of Trustees reserves the right to use and dispose of donated items in the manner most useful to the library.

Once a donation, memorial, or bequest is accepted subject to conditions, the Board of Trustees and staff will comply with the conditions and/or restrictions imposed. Compliance of the conditions will be reviewed annually.



## B. Trusts

Money left to the library in a trust will be budgeted and spent in the same manner as money allocated by other sources. The trustee has sole responsibility for the investments of the trust but the Board of Trustees may request that investments be made to enhance income or growth. A quarterly trustee report will be available for review by the Board of Trustees.

*Part A: Approved 08/10/96; Amended: 06/19/07*  
*Part B: Approved: 08/10/95; Amended: 06/19/07*  
*Reviewed: 01/13/15, 08/8/17*

### **405. Reconsideration of Material: Procedures and Form**

- A. The Karl Junginger Memorial Library recognizes that the choice of library materials by library users is an individual matter. While an individual may reject materials for himself/herself, he/she cannot exercise censorship to restrict access to the materials by others. Recognizing that a diversity of materials may result in some requests for reconsideration, the following procedures have been developed to ensure that objections or complaints are handled in an attentive and consistent manner. Once an item has been approved for purchase, based on the Selection of Materials Policy -401 of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request.

Any individual expressing an objection to or concern about library material should receive respectful attention from the staff member first approached. This staff member should use his or her own best judgment in attempting to answer the concerns or clarify the situation. If the individual is not satisfied with the explanation received, the staff member should offer the options of speaking with a supervisor or filling out a "Request for Reconsideration" form. He/she may ask for reconsideration in the following manner:

1. The concerned patron will be offered the opportunity to discuss his/her concern with the Library Director and/or staff person responsible for selection. If the patron is dissatisfied with the discussion and wishes to pursue the issue, he/she will be required to complete in full and submit a "Request for Reconsideration" form.
2. The Library Director will review the "Request for Reconsideration" form, the item itself, and research any available reviews on the item.
3. Within 60 days of receiving the "Request for Reconsideration" form, the Library Director will communicate his or her decision in writing to the party seeking reconsideration.
4. If the individual desires further action: he/she may submit a written appeal within 7 calendar days to the Library Board of Trustees, requesting a hearing before the

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

*Adopted: 06/24/71;  
Amended: 07/01/81, 01/10/90, 03/25/04, 10/26/06  
02/15/2017*

Karl Junginger Memorial Library

**“Request for Reconsideration Form”**

The Library values your opinion. In order to have your request receive full and careful consideration, you must have read, viewed or listened to the entire work. Please answer *every* question *completely* and return this form to the library. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

1. Library Material(s) Concerned

\_\_\_ Book

\_\_\_ Magazine/Newspaper

\_\_\_ Visual Format

\_\_\_ Audio Format

\_\_\_ Library Program/Display

\_\_\_ Other

2. TITLE \_\_\_\_\_

AUTHOR or PRODUCER \_\_\_\_\_

3. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION:

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4. HAVE YOU READ/LISTENED/VIEWED THE MATERIAL IN ITS ENTIRETY?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

5. HAVE YOU READ THE KARL JUNGINGER MEMORIAL LIBRARY'S SELECTION OF MATERIAL POLICY?

\_\_\_\_\_ YES

\_\_\_\_\_ NO

6. PLEASE COMMENT ON THE ITEM AS A WHOLE AS WELL AS BEING SPECIFIC ABOUT THOSE MATERS THAT CONCERN YOU.

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7. WHAT ACTION WOULD YOU RECOMMEND THE LIBRARY TAKE REGARDING THIS ITEM?

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

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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **410. Circulation Policy**

### 1. Patron's Rights and Responsibilities

The Karl Junginger Memorial Library recognizes a policy of open access to all collections, formats, and types of materials housed within its confines by all individuals and does not abridge or deny access to any materials because of age, background, origin, or views.

This policy of open access is acknowledged by the American Library Association, the Library Bill of Rights, and by the Karl Junginger Memorial Library Board of Trustees.

Libraries and governing bodies maintain that parents or legal guardians, and only parents or legal guardians, have the right and responsibility to restrict access of their children, and only their children, to library resources. Librarians and governing bodies have a professional and public obligation to provide equal access to all library resources for all library users.

Patrons must bring their library card, or provide a library barcode on a smart device and verbal confirmation of address to the staff when checking out materials from the library. Patrons of the public library assume responsibility for library items checked out to them. Included in this responsibility is the obligation by the patron to reimburse the library for all damaged or lost materials as well as settling any charges accrued by the patron for overdue materials.

A State of Wisconsin driver's license or a State of Wisconsin identification card, or a photo ID plus a piece of official mail (such as a utility bill, rent receipt, or bank statement) with a Wisconsin Address is required to be issued a library card. All eligible applicants must complete an Application for Library Borrower Privileges. An individual under the age of 17 must have a guardian/parental signature on the completed application form.

### **Temporary Patrons**

Patrons who are working at a local business for a temporary period who do not have a Wisconsin state ID or License will not be allowed to check out materials from other libraries in the Bridges Library Consortium. The maximum number of KJML items that these patrons will be allowed to check out at a time is five (5).

### 2. Circulation

Several circulation periods are in place for different formats:

#### **21 day circulation**

- Books (except new)
- Books in audio format
- Kits (books and audio formats)

#### **14 day circulation**

- Nonfiction & season sets in video format
- New books

Music in audio format  
Lucky Day book materials

**7 day circulation**

Feature films in video format  
Lucky Day films in video format  
Periodicals  
Wi-Fi Hotspots

**Non-circulating**

Reference materials

The library reserves the right to extend these loan periods for certain classes of patrons (e.g. teachers, institutions), at the discretion of the library staff.

Circulating materials may be renewed for three loan periods after the initial check out if there are no holds on these items.

There is limit of 125 total items that may be checked out on a library card. Limits for Waterloo media items are: 10 items in video format, 10 books in audio format, and 10 music items in audio format per card.

The Karl Junginger Memorial Library purchases popular and educational videos. These collections include films that are not rated, films that are rated G, PG, and PG-13, and some R rated films with artistic merit. This library is an open access library, and its personnel are not responsible for limiting patron access to the film collections on the basis of age.

C. Fines

The daily fine rate for books is \$.15.

Media daily fine rates are:

- Audio format items: \$.15
- Video format items: \$1.00
- E-reader and tablet devices : \$2.00
- Wi-Fi Hotspots: \$2.00

There is no grace period for overdue materials. Items may be renewed in person, by phone, or online.

The maximum fine amounts are:

- Books: \$10.00
- Audio and video format items: \$10.00

Patrons with library debts of \$10.00 or more may not check out any further items until the charges are paid in full. This includes use of internet-access computers.

#### D. Notices

Notices for overdue items are emailed or mailed out once a week on Tuesday. After two Notices, patrons will be billed for the missing items.

Failure to receive timely notices will not excuse the patron from overdue charges or other costs. It is the sole responsibility of patrons to promptly notify the library of address changes.

#### E. Damaged/Lost Library Materials

Patrons will be charged the current replacement cost for materials damaged or lost while checked out on their patron record. A processing fee of \$5.00 will be assessed, in addition to replacement costs, to defray staff costs for ordering and processing replacement copies.

#### F. Replacement of Library Cards

Patrons will be charged for the replacement of lost or damaged library cards at the following rates:

\$1.00 for the first replacement

\$2.00 for any subsequent replacements

#### G. Read It Down

Youth ages 16 and younger may read books in the library to pay down their fines. \$1 will be given for each 15 minutes read in the library. Young children who are unable to read yet may be read to by a guardian or babysitter in the library.

*Adopted: 04/28/03*

*Amended: 05/27/04, 06/22/06, 01/22/13, 11/11/14, 05/19/2015,  
06/21/2016, 10/18/2016, 2/27/2018, 09/11/2018*

### **415. Interlibrary Loan Materials (WISCAT)**

A patron may request an item from a library outside the library consortium if the item is not available from a SHARE library. The patron must have a valid patron borrower card and must provide either a phone number or email address in order for the request to be processed.

Requests for individual items can be made at any time, but the library cannot guarantee when an item will arrive. Requests for multiple copies of items, or items needed by a certain date, should be made at least three (3) weeks in advance. Fulfillment of requests is dependent on item(s) availability and the policies of the lending libraries.

All Interlibrary Loan requests will be processed via the state's online union catalog: WISCAT. The library will attempt to notify the patron of the receipt of ILL materials within 48 hours by telephone. Patrons who do not have answering machines, voice mail or email accounts are recommended to call the library regarding the status of their requests. If the patron cannot be reached, the item will be returned to the lending library in accordance with its due date.

The due date of loaned items is determined by the lending library. Renewals of such items are contingent upon the lending library's policies. If an ILL item becomes overdue, the patron may be charged a fine by the lending library. The patron is liable for all such fines.

*Approved: 08/10/1995,  
Amended: 12/11/2002, 05/22/2007, 08/11/2015, 09/12/2017*

**416. Kindle Circulation Policy**

In order to check out a Kindle the borrower must be at least **18 years** of age and have signed a "Kindle Borrowing Agreement" assuming financial responsibility for lost or damaged equipment. Holds are not allowed. The device cannot be returned in the book drop and can only be returned to the KJM Library. Kindles returned in the book drop will be assessed a \$10.00 fee.

**Loan period: Seven days with no renewal**

**Late Fee: \$2 per/day**

Patrons are responsible for any damage, loss, or theft of the Kindle while it is checked out to them. Replacement costs are as follows:

**Lost or damaged Kindle: \$99.00**

**Processing fee: \$10.00**

**Cover and Travel Case: \$15.00**

**Total = \$124.00**

Kindle Borrowing Agreement

By checking out the Kindle you are assuming responsibility for any damage, loss or theft of the device while it is checked out to you. Please do not leave in an automobile due to extreme cold or heat that can cause damage to the Kindles. You will be responsible for the entire replacement cost of the device and/or the accessories, as well as a processing fee. You must be at least 18 years old in order to borrow the Kindle and your account must be in good standing (no fines/fees in excess of \$10.00).

My signature below indicates that I have read and agree to the terms of the Kindle Circulation Policy and borrowing agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Date: \_\_\_\_\_

Staff Initials: \_\_\_\_\_

*Approved: 02/10/2015  
Amended: 04/14/2015, 09/12/2017, 07/10/2018*



#### **417. Zoo Pass**

The Karl Junginger Memorial Library is pleased to offer a Milwaukee County Zoo Pass for free admission and parking. The Library has two (2) passes. Each pass admits up to 8 people and includes a parking pass for one (1) vehicle. In order to ensure fair use by all patrons the following guidelines apply:

- A borrower must be at least 18 years with a valid Karl Junginger Public Library card and in good standing.
- A pass must be checked out from a circulation desk staff member during normal operating hours.
- A household may borrow only one pass at a time.
- Passes circulate for three (3) days and are not renewable.
- Late charge of \$10.00 per day.
- Any borrower who loses a pass will be charged the full replacement cost of the pass. (\$500)
- Any pass that is not returned within one week of its due date will be considered stolen. The normal overdue policy will not apply and the case will be forwarded to the Waterloo Police Department.
- It is the borrower's responsibility to call the Zoo directly for information, hours of operation, parking and/or directions.
- The Zoo reserves the right to determine the rules and the regulations governing the use of the Zoo pass.
- The Karl Junginger Public Library reserves the right to limit the use of passes for individuals or families in the event of abuse as determined by the director.
- 

**I, the undersigned, have read and agreed to terms of the policy.**

**Signature:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Date Checked Out:** \_\_\_\_\_

**Library Card Number** \_\_\_\_\_

*Approved: 03/10/2015  
Reviewed: 09/12/2017*

#### **418. WiFi Hotspot Circulation Policy**

In order to check out a WiFi Hotspot, the borrower must be at least 18 years of age and have signed a “WiFi Hotspot Borrowing Agreement” assuming financial and safety responsibilities for lost or damaged equipment and/or owners’ property. There is one (1) unit available to be placed on hold. The other five (5) units are a “Lucky Day” item, which means that a patron may check out the device on their library card if one is available. (Due to high demand, inquiries about availability must be made in person). The device cannot be returned in the book drop and can only be returned to the circulation desk of the KJM Library. Patrons who return WiFi Hotspots in the book drop will be assessed a \$10.00 fee.

**Loan Period:** Seven (7) days with no renewal

**Late Fee:** \$2 per/day

Patrons are responsible for any damage, loss, or theft of the WiFi Hotspot while it is checked out to them. Replacement costs are as follows:

|                               |                          |
|-------------------------------|--------------------------|
| WiFi Hotspot: \$60.00         | Charging Adapter: \$5.00 |
| WiFi Hotspot Battery: \$20.00 | Charging Cable: \$5.00   |
| Connection Guide: \$1.00      | Carrying Case: \$5.00    |

#### **WiFi Hotspot Borrowing Agreement**

By checking out the WiFi Hotspot you are assuming responsibility for any damage, loss, or theft of the device or your own property while it is checked out to you. Please DO NOT USE while charging the unit. There have been reports of the battery becoming swollen and inoperable. Please make sure to review the Sprint’s ZTE Warp Connect User/Connection Guide. You will be responsible for the entire replacement cost of the device and/or the accessories. You must be at least 18 years old in order to borrow the WiFi Hotspot and your account must be in good standing (no fines/fees in excess of \$10.00). I acknowledge and expressly assume the risks of borrowing a hotspot from the Karl Junginger Memorial Library with full understanding of such potential risks and expressly waive, release and discharge Waukesha County, Bridges library System, Karl Junginger Memorial Library, Waterloo Municipality and each of their respective officers, agents and employees (“Releasees”) from any and all claims, costs, expenses or liabilities (including those involving death, disability, personal injury or property damage) arising out of or relating to my borrowing a hotspot whether caused, in whole or in part, by the sole or concurrent negligence (whether active or passive) or wrongdoing, strict liability or fault of the Releasees or otherwise (“Claims”).

My signature below indicates that I have read and agree to the terms of the WiFi Hotspot Circulation Policy and borrowing agreement.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

*Approved: 07/10/2018*

*Amended: 09/11/2018*

#### **420. Service to Schools and Homeschooling Families**

A. The Library Board, Director, and staff will promote cooperation between the schools and the public library. Teachers may request the loan of books to augment their supply for specific topics or units. It is up to the librarian to decide how many books may be loaned and the extended loan period needed, so as not to deplete the library's supply.

B. Classes will be encouraged to visit the library, and the children's librarian will visit the schools.

C. In addition to serving the local schools, the library will assist homeschooling families to find materials whenever possible. The Director will seek suggestions for material acquisition from homeschooling families and consider such requests whenever possible.

D. The library will try to maintain a balance in its services to men, women, young people and children. The public library will cooperate with, but cannot perform the functions of, school or other institutional libraries which are designed to meet curricular needs.

*Approved: 08/10/199*

*Amended 12/11/2002, 06/19/2007; Reviewed: 04/12/2016*

#### **425. Outreach Services**

Karl Junginger Memorial Library's Outreach Service program supplies materials to individuals at home who are unable to use the library due to a physical condition, age, or lack of transportation due to one of the prior reasons. The Outreach service will also provide materials to Retirement homes and Assisted Living, Health Care and Child/Adult Day Care facilities, and Schools. This service is free for those residing within the city of Waterloo. However, participants are responsible for all items checked out to their library cards and will be charged the standard fee for any lost or damaged item.

The Outreach Service provides the opportunity for community members to enjoy the collections of the library without having to visit the library building. Whether it is books or magazines to read or audiovisual items to listen to, the library will arrange to have materials delivered to and picked up from a participant's home by library employees.

The guidelines for this program are as follows:

1. The Karl Junginger Memorial Library loans a wide variety of print and non-print materials to Waterloo residents who qualify for this service. Specific types of materials are cited on the Application for Outreach Service.
2. All participants in the Service must be residents of the City of Waterloo. They also must complete an Application for Outreach Service. Residents who are confined to their homes due to house arrest or other legal restrictions resulting from criminal conduct are ineligible for Outreach service.
3. Participants will be listed as a KJM Library Outreach borrower. Participants in the program may not check out any materials in the library on their own. All items will be received through the Outreach Service.
4. Participants may borrow up to 30 items per delivery.
5. Materials will be loaned for approximately 21 days. One renewal will be allowed for Karl Junginger Memorial Library items that are not on hold for someone else. No renewals will be allowed on items belonging to other libraries, except at the discretion of the Outreach Service librarians. DVD's and Blu-Ray materials cannot be borrowed due to high demand and short loan period.
6. Staff will generally select materials for each delivery by using the information supplied on the Outreach Service Application. Special requests for specific titles held by the consortium may be made. Special request titles not available at the time of request will be placed on reserve and will be delivered on the next scheduled delivery day.
7. Materials will be delivered to and picked up from each participant's home or business. Materials should be ready for pickup by the delivery service on the due date. Materials should not be returned by any other means.
8. If the participant is not going to be available at the scheduled delivery/pickup time, alternate arrangements should be made by calling the library.
9. Overdue fines are not charged for materials loaned under this service. Items need to be ready for pickup on the scheduled delivery/pickup day. Since program participants are responsible for items checked out on their card, materials should not be lent to others. Participants will be charged the replacement cost for all materials that are lost and/or damaged while in their care.
10. Some limits are placed on the level of library service provided to Outreach patrons.
  - a. Interlibrary loan services outside the consortium are not available through the Outreach Service.
  - b. There can be no more than one delivery/pickup day for any individual per month.
11. Outreach Service staff will not perform errands or tasks not associated with library service.

City residents as well as library patrons living outside the city limits may be eligible to apply for Service through the Wisconsin Regional Library for the Blind and Physically Handicapped.

*Approved: 08/10/1995, Amended & Reviewed: 12/11/2001,  
06/19/2007, 03/14/201, 05/08/2018*

## **Karl Junginger Memorial Library Application for Outreach Services**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Do you prefer LARGE PRINT?  Yes  NO  no preference

Are paperbacks acceptable?  Yes  No  no preference

Would you like Books on CD  Yes  No  no preference

Please list/describe your favorite subjects, authors, and genres to help us select books that match your tastes. Let us know if you prefer factual information or just a good story (examples: mystery, romance, western, inspirational, biographies, gardening, health topics, hobby information, etc.)

I give Karl Junginger Memorial Library permission to check books out on my card and deliver them to my home. I understand I am responsible

for items from the time they are delivered until the time they are picked up by a Library staff member.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

#### **430. Computer Use Policy**

##### **A. Statement of Purpose**

The purpose of internet-connected computers at the Karl Junginger Memorial Library supports the mission of providing “access to information...through relevant technologies” and encouraging a “lifelong love of learning”. Therefore, it is the intent that computers at the library shall be made available for uses consistent with educational and research purposes. It is the intent not to limit access to information through internet filtering devices or programs. As such, users are cautioned that information and images can be encountered which may be considered controversial and /or offensive. The provision of access does not mean or imply that the library sanctions or endorses the content users encounter. The policy applies to patrons and staff.

##### **B. Selection Policy for Computer Software**

- a. The software for the computers/network housed in the Karl Junginger Memorial Library is reviewed and chosen by the Library Director.
- b. To avoid the possibility of virus contamination, all software added to the computers/network shall be new (not previously used).
- c. Such software will also comply with the materials selection policy of the library.

##### **C. User Responsibilities**

- a. The Internet computers are located in public areas used by library patrons of all ages, backgrounds, sensitivities and values. Individuals are expected to consider this when accessing potentially controversial information and images. Individuals who violate the rules of responsible use set forth in section c of this document will lose Internet access in the amount of time determined by the library board of trustees. Karl Junginger memorial Library staff will determine what actions constitute a violation of this Internet policy.
- b. Internet users are expected to use this library resource in a responsible and courteous manner and to follow all Internet related rules, regulations and procedures established by the library board of trustees. Patrons must have a valid library card or a current photo I.D. in order to sign into an internet computer workstation. Patrons who owe library debts of \$10.00 or more will not have access to internet-access computers. Patrons are responsible for the cost of all printing from computer workstations. The library reserves the right to adjust the per page rate of print as necessary.
- c. Responsible, courteous use of the Internet- access computers includes:
  1. Recognizing that the internet, like all of the library’s information sources, must be used and shared in a manner which respects the rights of others and refrains from activity that prevents others from using it. Library staff reserves the right to limit the amount of time a patron may use an internet computer workstation.

2. Each computer workstation may be occupied by no more than two individuals at a time. Exceptions may be made for sanctioned group work.
3. Respecting intellectual property rights by making only authorized copies of software or data available on the Internet. The patron shall be liable for any damages resulting from such actions.
4. Patrons may not change any setup configuration or setting on any library computer.
5. No one may misrepresent oneself as another user or attempt to modify or gain unauthorized access to files, passwords, computer systems or data belonging to others.
6. Abstaining from illegal or unethical use of the Internet.
7. Abstaining from altering or damaging the equipment used to access the Internet.
8. Abstaining from the deliberate propagation of computer viruses or worms.
9. Abstaining from the display of threatening, harassing or abusive language and images.
10. Abstaining from the use of images or language to sexually harass other patrons or employees.
11. Abstaining from the display and printing of obscene images or language.
12. Abstaining from the display of sites which perpetrate hate crimes.
13. Not exposing children to harmful materials as per Section 948.11 of the Wisconsin Statutes.
14. Any violation of the computer use policy may result in suspension of library privileges, and/or legal prosecution, or both.

#### **D. CHILDREN AND THE INTERNET**

It is the responsibility of parents/guardians to determine and monitor their child's use of library materials and resources. Parents and guardians with children under the age of 17 must sign an Internet use permission section on the library Application for Library Borrower Privileges if they wish to give their child access to Internet-access computers. Children age 8 and below must be assisted by an adult or caregiver of at least 12 years of age.

#### **E. Staff Use of Computers Policy**

Staff users of library computers must not deliberately perform acts that waste computer resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the internet, playing games, engaging in online chat groups, uploading or downloading large files, accessing streaming audio and/or video files, or otherwise creating unnecessary loads on network traffic associated with non-business related uses of the internet.

*Policy Approved: 01/18/96*

*Revised and Amended: 08/26/98, 04/19/00,*

*02/20/02, 06/22/06, 11/12/13, 07/15/14, 05/9/17*

#### **435. Karl Junginger Public Library Social Media/Networking Policy**

##### **Purpose**

Social networking sites used by the Karl Junginger Public Library will be used to inform the public about library resources and activities, increase the public's use of library resources, and provide additional communication with members of the public.

The Karl Junginger Memorial Library may sponsor blogs, wikis, photo sharing, video sharing, tagged websites, and other social networking sites or applications to further the mission of the library.

Publicly posted information will be professional and reflect positively on the Karl Junginger Memorial Library, as well as the City of Waterloo, its staff, volunteers, and services. Staff shall check facts, cite sources, present balanced views, acknowledge and correct errors, and check spelling and grammar when publishing any posts.

The Karl Junginger Memorial Library reserves the right not to publish any posting, or to remove it later. Comments from the public will be moderated by the Karl Junginger Memorial Library's staff.

The Karl Junginger Memorial Library reserves the right to modify or remove any messages or postings that include the following, but are not limited to:

- Offensive language or hate speech
- Language deemed to be abusive or defamatory
- Violation of copyright, trademark right, or other intellectual property right of any third party
- Posts considered to be spam or commercial in nature
- Posts that are off-topic
- Posts which are in conflict with the KJM Library policies

The Karl Junginger Memorial Library is not obligated to take any actions, and will not be responsible or liable for content posted by any participant in a Library-sponsored social networking service. Forums, comments, and messaging may not be used for commercial purposes or for organized political activity.

The Karl Junginger Memorial Library assumes no liability regarding any event or interaction that takes place through any social networking service. The Karl Junginger Memorial Library does not endorse content outside of that created by the Karl Junginger Memorial Library staff.

*Approved: 3/10/2015  
Amended: 04/10/2018*

#### **440. Library Web Site Content**

The Karl Junginger Memorial Library maintains a web site for use by patrons and the general public.



I. Purpose

The purpose of the library web site is to provide information about the library to the public. It also provides access to the Café and WISCAT catalogs for intra- and inter-library loan.

II. Content

The library web site contains the following information:

- A. Library's location and phone number
- B. Library hours of operation
- C. Café catalog
- D. WISCAT catalog
- E. Overdrive
- F. Badgerlink/Databases
- G. Dates, times, and content of library programs for children, teens, and adults
- H. Recommended books and media
- I. Beatrice Owens Memorial Scholarship (Until Account is depleted)
- J. Library policies
- K. Library history
- L. Library newsletter
- M. Meeting Room Rental
- N. Job Searches

III. Maintenance

The library web site is updated by library staff with input from the Library Director.

*Approved: 3/23/10; Amended: 01/24/12,  
01/12/2016, 04/10/2018*

**445. Photo Permission Policy**

The Karl Junginger Memorial Library frequently uses photos of patrons in its publications and display spaces to promote the value, and use of, library products and services.

- I. Photographing Groups of Adults/Children Using the Library  
No permission is needed to take photos of crowds using the Library or attending programs.
- II. Photographing Adults  
If photographing one adult or small group (3 or less), ask first. No written consent is needed. Let the adult know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper.
- III. Photographing Children Under Age 18  
If photographing one child or small group (3 or less), get parental consent prior to taking the photo. Let the parent know that the photo may be used in future library publications, on the library website, social media outlets or in the local newspaper. In order to publish the child's name in conjunction with the photo, verbal consent from the parent must be obtained and documented.

Library customers may take photos in the library with no permission. Local news organizations must contact the Library Director or a Library Department Head.

At the beginning of library events, and in lieu of photo release forms, programmers will announce **“library staff will take photographs which may be used for library promotional purposed. Notify library staff if you do not want to be photographed”**.

*Approved: 1/12/16  
Reviewed: 04/10/2018*

#### **450. Wireless Internet Service**

The Karl Junginger Memorial Library provides free wireless internet access throughout the building. The service is provided as an information and education source in support of its role as a community center.

- A. In using the wireless connection, the library patron abides by the library's "Acceptable Use Policy". This policy allows the library to collect statistics on wireless usage.
- B. The library cannot guarantee internet speed or quality of connection. Speed is dependent on the number of concurrent users and types of applications being run.
- C. Library staff is not trained in configuring users' laptop or handheld computers or installing any devices or software on patron owned computers or devices.
- D. The Library cannot guarantee the privacy of data transmitted across the wireless network.

- E. The user is responsible for all aspects of computer security when using his/her own equipment to access the wireless network. This includes antivirus, privacy protection and system integrity.
- F. The library is not responsible for damage to a user's equipment.
- G. All patrons are expected to use the library's wireless access in a legal and responsible manner. Patrons will not violate federal, Wisconsin or local laws, including the transmission or receiving of pornographic or harmful materials, fraud or downloading of copyrighted material.
- H. Any restriction or monitoring of a minor's access to the Library's wireless network is the sole responsibility of the minor's parent or guardian.

*Approved: 12/22/09*

*Reviewed: 03/14/2017, 04/10/2018*

#### **455. Outdoor Signage Policy**

##### **Electronic Sign:**

The purpose of the digital sign is to promote and market Library services, programs, events and resources. Content is limited to Library sponsored or cosponsored events, Library services and resources, or community news of high importance as determined by the Director or the Assistant Director.

**Non-Electronic Signs and Banners:** Signage posted on the outside library property must be approved by the Library Director of the Karl Junginger Memorial Library. The Director or Assistant Director has the right to deny any signage requests. Signs must adhere to all City of Waterloo Sign Bylaws. Signs pertaining to community-wide events not sponsored by the library or the City of Waterloo will be allowed with the approval of the Board of Trustees of the Karl Junginger Memorial Public Library. No political signs will be allowed. No signs promoting private businesses or for the sale of goods and services will be allowed. Signs can be displayed for a maximum of 10 days prior to the program or event date and then shall be removed by the person or group responsible for placing the sign.

*Approved: 5/10/16*

*Amended: 04/10/2018*

#### **503. Code of Conduct**

The Karl Junginger Memorial Library, in addition to observing Municipal Code Chapter 9, *Orderly Conduct*, has established the following Code of Conduct for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and/or library property, the patron will be asked to leave the library and the library grounds.

Failure to leave the premises upon the request of a staff member may lead to contact with the minor patron's parents or the intervention of the Waterloo Police Department.

A. Building Rules

1. No smoking is allowed inside the library building.
2. Food may not be consumed within the service area of the library.
3. Non-Alcoholic beverages are allowed in spill-proof containers.
4. Pets or animals are not allowed in the library unless they are a part of a library program or they are trained and registered under the Wisconsin State Statute 174.056 as a service animal.
5. Boots, backpacks and outerwear will be left in designated lobby areas.
6. Bicycles and other wheeled sporting equipment shall be left in an outside area that does not block an exit door.
7. The library is not responsible for any items lost, damaged, or stolen on library property.

B. Patron Behavior

1. Noise must be kept at a level so that others are not disturbed.
2. Shirts and shoes are required; wet bathing suits are not allowed.
3. Study carrels are intended for one person; tables in the reading areas should accommodate no more than four people. Each workstation should be occupied by no more than two people at a time. Exceptions will be made for group projects.
4. Uninvited solicitation of the public and library staff is not allowed.
5. No firearms or weapons are allowed in the building or on library grounds. A firearm is defined as any device capable of firing a projectile able to produce physical injury. This includes, but is not limited to, BB guns, pellet guns, and slingshots. A Weapon is defined as any device which by its design can produce injury, including but not limited to, knives, blades, martial arts devices, and metal knuckles and any device when used as a weapon, including, but not limited to, letter openers, hammers, chains and wrenches.
6. Rudeness and profanity are not allowed.
7. Inappropriate sexual behavior is not allowed.

C. Suspension of library privileges

1. The suspension of a patron's library privileges, either blocking the use of a library card or banning a person from using the library facility, is at the discretion of the Library Director.
2. A serious breach of the Code of Conduct will result in the following actions:
  - a. A written report of the patron's inappropriate behavior will be submitted to the Library Director by the staff member involved in the incident. The report will include the date, time, and description of the incident and will name the individuals and staff members involved. The report, with the suspension details, will be forwarded to the Library Board.
  - b. The suspension of library privileges may be appealed at the next regularly scheduled Library Board meeting.

- c. Any suspension of library privileges will be reviewed by the Library Director and the Board of Trustees after 6 months. The suspension may be extended at their discretion.

*Policy Approved: 08/10/95*  
*Amended: 07/22/98, 11/17/98, 03/25/08, 04/22/14, 07/15/14,*  
*05/9/17*

## **506.        *Equipment Use Policy***

### **A. Definitions:**

“Library Equipment” includes, but is not limited to, equipment owned by the Library such as:

1. Devices and aides, electrical or otherwise, used to view, listen to, print, store, or modify information or data, such as photocopiers; computers and accessories (headphones, scanners, printers, and webcams); the microfilm reader; magnifiers; television, video player, Wii System, DVD projector, eBook readers and audio book players, etc.
2. Other devices owned by the library but available for use in certain circumstances, such as phones, kitchen equipment (microwave, coffee maker), or cleaning equipment (vacuum cleaners).
3. Certain items used for displays or programs, such as tables, chairs, podium, media table, easels, etc.

### **B. Use of Equipment in the Library**

1. The Library Director may limit or revoke the use of Library equipment, due to inappropriate library use, supply costs, or maintenance reasons.
2. Staff computers, printers and scanners will be available for use only by staff. The Staff computers are not to be used by the public. Staff shall not store personal files on any library computer.
3. Public Use computers are available for use in the library by patrons with their own library card or ID with a picture on a first-come, first-serve basis, subject to the conditions of the Computer Use Policy. These conditions may limit time, type of use, number of simultaneous users, type or cost or printouts, etc. in accordance with relevant laws, consideration of other, and safety. There is no charge for use of the computer; however, in order to make the service available to as many patrons as possible, a time limit for usage may be imposed during time of heavy demand. The time limit is 30 minutes. Library staff is available for general assistance in using the computer. Staff is not expected to train patrons in the use of application programs and have limited time for computer assistance due to work priorities.

4. A printer is available for patron use. Printed documents will cost \$0.15 per sheet and must be paid for at the conclusion of the session.
5. A photocopy machine is available to patrons. However, the photocopier is located in staff area so staff will need to make any photocopies needed. The rate is \$0.15 per page. Copy machine users are advised that there are restrictions on copyrighted materials.
6. Faxing services are provided by the library at a charge of \$0.50 cents per page in the state of Wisconsin and \$1.00 per page out of the state of Wisconsin.  
Scanning services are provided by the library at no charge.
7. The Microfilm Reader must be used in the library building. Microfilm material will be available to all patrons of the library under the supervision of a librarian. Printouts from microfilm shall be paid for at the posted rate.
8. The Library telephones are primarily for staff use but may occasionally be used to make essential local (non-fee) calls, or other calls approved by staff. Calls should be kept short, civil, and quiet, so as to not disturb other library users.
9. The television, video players, Wii system, laptops, Chromebook, iPads, projector and screen (and any necessary accessories) are available for use in the Karl Junginger Memorial Community rooms for programs or instructional purposes, or other uses in the library that may be approved by the Library staff. Problems and malfunctions should be immediately reported to staff.
10. A Luxeon Computer Projector is available for use, checked out by patron with library card, at the discretion of the Library Director.
11. The library's reading devices such as e-book readers, and audio book players may be checked out subject to their individual policies.
12. Easels, whiteboard, tables, chairs, podium, etc. are available for use in the Karl Junginger Memorial Library community rooms and be checked out of the library at the discretion of the Library staff.
13. Kitchen equipment (fridge, stovetop, microwave, coffee makers, etc.), and cleaning equipment may be used for programs and events in the Karl Junginger Memorial Library community rooms. The equipment must be left clean after use.
14. Wii U Gaming System use policy:
  - a. Children under the age of 9 must be accompanied by an adult to check out and use the gaming equipment.
  - b. In order to use the gaming equipment patrons must have a valid KJM Library card in good standing.
  - c. In checking out gaming equipment the patron agrees to be responsible for the equipment and abide by the *Wii U Gaming System Policy*.
  - d. Gaming equipment is available for use during all hours the library is open, up to 30 minutes before closing, and equipment is available on a first come first serve basis.

- e. Game playing shall be limited to one 60 minute session per day per patron.
- f. Only 4 patrons will be allowed to play at one time.
- g. Patrons using the Wii must wear the wrist leash. Patrons who fail to use the leash will lose their privileges for that day.
- h. Patrons may only use the gaming equipment and games provided by the library. Memory cards, games, or extra accessories not provided by the library, will not be allowed.
- i. Patrons will not attempt to disconnect, remove, or otherwise alter the arrangement of gaming equipment. Anyone tampering with equipment in any manner will result in the loss of gaming privileges for the day.
- j. Malfunction or defects in the equipment or system should be reported to staff immediately.
- k. Patrons may be held financially responsible for broken, damaged, or dysfunctional equipment caused by misuse.
- l. Patrons using the Wii are asked to respect others by keeping volume and noise at an acceptable level. This includes no inappropriate language or actions. Patrons that are disrespectful of others and the library policies will lose gaming privileges for the day. For repeat offenses, other appropriate action, in keeping with the library's *Code of Conduct Policy*, will be taken.
- m. Library programs and special events will take precedence over individual patron use of gaming spaces, gaming collections, and equipment.

### C. Library Equipment Loan Policy

- 1. Certain library equipment may be borrowed at no charge, for use at programs or events presented in the library, or for community use outside the library. Examples would be the projector and whiteboard.
- 2. Certain library equipment may be borrowed for personal home use. Examples would be e-book readers and audio book players.
- 3. Any person borrowing library equipment must have a valid Karl Junginger Memorial Library card.
- 4. The length of the check-out period shall be determined by policy, staff, and in response to borrower's needs and other public demand.
- 5. Equipment will be inspected and inventoried after each use and is assumed to be in good working condition at the time of pick up. The cost of any repairs or replacements due to mishandling, or loss of equipment while checked out must be assumed by the borrower. A replacement fee will be assessed to the borrower for any equipment or accessories damaged beyond repair, lost, or stolen, or if repairs will cost more than the purchase of a suitable new, equivalent item.

6. Borrowing privileges may be suspended or revoked if such costs are not paid, or if library regulations are violated in any way, including late return of equipment when needed by others.

*Approved: 05/27/04*

*Amended: 12/16/08, 01/13/15, 08/17/16, 03/14/2017*

## **510. Unattended Children Policy**

### **I. Purpose**

- A. To ensure the safety and well-being of children, and to maintain an atmosphere of constructive library use.
- B. The Karl Junginger Memorial Library welcomes library use by children, and library staff members are available to assist children with library materials or services. The library desires to provide a safe and appropriate environment for visitors of all ages.
- C. The library is not equipped, and it is not the library's role, to provide long-term or short-term child care.
- D. Sharing this environment with other people requires that all follow the Rules for Patron Code of Conduct that have been established by the Board of Library Trustees and are available by request or on the Library website.

### **II. Supervision**

- A. All children eight (8) years of age or younger shall, at all times, be attended and adequately supervised by a responsible adult or mature adolescent twelve (12) years of age or older while they are using the library; this includes while children are participating in library programs unless otherwise specified.
- B. Children eight (8) years through twelve (12) years of age may use the library unattended providing proper behavior is maintained. **However, children who come to the library unattended on a regular basis (2 or more days weekly) may stay only two hours unattended each day.**
- C. Children may be considered unattended if causing disturbances, even if parent/guardian is in the library building.
- D. All children should have the name and telephone number of someone who can assist them in an emergency or if they have been suspended from the library.
- E. Teenagers are considered as adult library patrons. Nonetheless, their parents or guardians are still legally responsible for their behavior. Therefore, they should have emergency contact information available.

### **III. Staff Intervention**

- A. In all situations, children with disruptive behavior will be asked to leave the library building and property. Procedures for inappropriate behavior will take effect immediately. If necessary the staff will not hesitate to call police if a situation warrants it.



- B. Library staff will attempt to contact the parent or guardian of an unattended child. In the event that the parent or guardian cannot be contacted, the child will be placed in the care of the Waterloo Police Department.

#### IV. **Library Closing**

- A. The Karl Junginger Memorial Library assumes no responsibility for children left unattended on library premises, including prior to or following all scheduled events.
- B. Under no circumstances will library staff provide a ride home to a child nor will a child remain in the building with a single staff member.
- C. If a child twelve (12) years of age or under has not been picked up at closing the situation may be referred to the Waterloo Police.

If you have concerns about what your child (of any age) reads or watches, we recommend that you visit the library *with* them. The library cannot act in the place of parents/guardians in providing direct supervision of children as they explore library media.

*Amended: 01/28/2014, 05/9/17*

#### 512. **Emergency Policies**

If the Director decides to close the library for any of the following emergency reasons they will inform the Clerk/Treasurer's Office and Library Board of Trustees of the decision.

##### A. **Storms**

1. The Library Director will decide if the library is to be closed due to a winter storm.
2. The Library Director may decide to close the library if a power outage occurs.
3. The Library Director may allow employees to leave work early in anticipation of hazardous weather conditions.

##### B. **Tornadoes**

**Tornado Warning Issued** – this is to warn that a tornado may be imminent. It can be issued after the sighting of a tornado or if radar indicated that a tornado is possible. Seek shelter immediately.

A siren will be activated in the event of a tornado warning. The weather alert radio will sound an alert tone. A circulation staff member will immediately notify the librarian in charge who will verify that staff is aware of the situation.

1. **SHELTER AREAS** - Please take cover in the designated locations in the library. Main locations to take cover in are the public restrooms. The staff member in charge should place the "TORNADO WARNING IN EFFECT - TAKE SHELTER IMMEDIATELY IN A MARKED AREA" sign on the library's front entrance door before taking cover. This sign is kept at the circulation desk in brown folder.
2. **Options for the Public** – Members of the public may, at their option, leave the building. However, if they remain in the building they will be required to take cover with the staff. Anyone aged 17 and below without a guardian will be requested to stay at the library.

3. **After the All Clear** – Upon issuance of an “all Clear” the public may be led from the restrooms and the warning sign should be removed from the front entrance door. There is no “all clear” siren or signal that the city issues.

**C. Fire**

1. At the first indication of smoke or flame, staff will investigate the situation to determine location and extent of the fire.
2. When a fire is discovered, an alarm should be pulled. Alarm pull stations are located next to every door that exits the building.
3. Staff will ask the library’s patrons to calmly evacuate the building.
4. A staff member will immediately call 911.
5. A fire extinguisher may be used with a small, contained fire.

**D. Health Emergencies**

1. 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, and health hazards to, the staff member. Without specialized training, it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgment to do what is prudent and reasonable.
2. The Rescue Squad/Police (911) should be called immediately in the event of any serious problem.
3. No medication, including aspirin, should ever be dispensed to the public.

**E. Pandemics**

1. The library will be closed under these circumstances:
  - a. If ordered to close by the Jefferson County or Waterloo Emergency Management Director
  - b. At the discretion of the Library Director when staffing the library is not possible.
2. Regular library personnel policies will be followed during a pandemic.

**F. Bomb Threats**

1. Staff is advised to 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 it is a note of any kind staff will inform the director or staff member in charge immediately.
2. If the caller does not indicate the location of the bomb or the time of possible detonation, **ASK FOR THIS INFORMATION.**
3. A second staff member should use a cell phone to call 911.
4. Staff should clear the building of patrons and staff. The police will handle the actual bomb search.

## **G. Lockout**

1. **Definition** - A Lockout is a procedure which prevents unauthorized persons from entering or leaving the library. It is commonly used when the threat is general or the incident is occurring in the immediate vicinity of the library. This procedure allows library activities to continue as normally as possible within the building during the outside disruption.
2. **Issuance of a Lockout Order** - In the event that a potential or actual violent incident, such as a shooting, armed robbery, or person with a weapon, occurs in the vicinity of the library, and the Police believe that the library may be impacted, they will notify us by calling and will request that we issue a lockout of the facilities.
3. **Staff Response** - The staff member taking the phone call should make note of the time, the incident, the location, any descriptions or names of people involved, and the name of the caller. A public service announcement should be made: *“May I have your attention, please. A Lockout has been issued by the Waterloo Police Department. No one is to leave or enter the building until the all-clear has been given. We request that you stay in the main areas of the library, away from doors and glass.”* General information about the nature of the threat may also be communicated.
4. The locks on all entrance doors should be locked.
5. When the Police have determined that the danger is past, they will call or stop over to issue an all-clear. The doors may then be unlocked and business can proceed normally.

## **H. Active Shooter**

### **PROFILE OF AN ACTIVE SHOOTER**

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

### **GOOD PRACTICES FOR COPING WITH AN ACTIVE SHOOTER SITUATION**

- Be aware of your environment and any possible dangers.
- Take note of the two nearest exits.
- If you are in an office, stay there and secure the door.
- If you are in a hallway, get into a room and secure the door.

- As a last resort, attempt to take the active shooter down. When the shooter is at close range and you cannot flee, your chance of survival is much greater if you try to incapacitate him/her.
- Call 911 when it is safe to do so.

## **HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY**

Quickly determine the most reasonable way to protect your own life. Remember that customers are likely to follow the lead of managers and employees during an active shooter situation.

1. Evacuate - If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
  - Have an escape route and plan in mind.
  - Evacuate regardless of whether others agree to follow.
  - Leave your belongings behind.
  - Help others escape, if possible.
  - Prevent individuals from entering an area where the active shooter may be.
  - Keep your hands visible.
  - Follow the instructions of any police officers.
  - Do not attempt to move wounded people.
  - Call 911 when you are safe.
2. Hide out - If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:
  - Be out of the active shooter's view.
  - Provide protection if shots are fired in your direction (i.e., an office with a closed, locked, and blockaded door).
  - Not trap you or restrict your options for movement.

To prevent an active shooter from entering your hiding place:

- Lock the door.
- Blockade the door with heavy furniture.

If the active shooter is nearby:

- Lock the door.
- Silence your cell phone and/or pager.
- Turn off any source of noise (i.e., computers, radios, televisions).
- Hide behind large items (i.e., cabinets, desks).
- Remain quiet.

If evacuation and hiding out are not possible:

- Remain calm.
- Dial 911, if possible, to alert police to the active shooter's location.
- If you cannot speak, leave the line open and allow the dispatcher to listen.

3. Take action against the active shooter - As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:
  - Acting as aggressively as possible against him/her.
  - Yelling.
  - Throwing items and improvising weapons.
  - Committing to your actions.

Borrowed and adapted from the manual, Active Shooter, How to Respond, by the U.S. Department of Homeland Security, October, 2008.

*Approved: 05/28/03;  
Amended: 05/27/08, 10/27/09, 04/11/2017*

### **515. Community Facility Use Policy & Procedures**

Checks for deposits must be separate from checks for rental fees. Deposits are due with the submission of the reservation form. The deposit check will be returned to the group if a self-addressed stamped envelope is provided or shredded within 5 working days of the event and following inspection of the facility after its use. Rental fees are due no later than the day of the reservation. All checks should be made payable to Karl Junginger Memorial Library. Groups renting the facilities should ask about availability of AV equipment.

| <b>Deposit</b> | <b>Group</b>                                      | <b>Rental Fee</b> |
|----------------|---|-------------------|
| None           | City of Waterloo/Gov't Agency                     | None              |
| None           | Schools   | None              |
| None           | MATC  | Negotiated        |
| \$50           | Non-profit organization                           | None              |
| \$50           | Groups or businesses mtg for not-for-profit       | None              |
| \$50           | Private gathering                                 | \$20 per hour     |
| \$50           | Programs with the sole purpose of sales or profit | \$30 per hour     |

Fees apply to both the Junginger Community Room and Hyer Conference Room, where applicable.

The following rules shall govern the reservation and use of both rooms.

- Deposits are payable at the time of application. Users must include a self-addressed stamped envelope with the deposit unless they request the deposit check to be shredded. The application is not official until a completed application is received by library personnel with the required deposit, if any.
- All rental fees, if any, are due no later than the date of use by the organization.

- Deposits must be paid by check, separate from rental fee checks. If there are no charges for damaging or cleaning the facility after use, the deposit check will be returned to the organization or shredded within 5 working days of the event.
- If a key is needed to access the facility, it must be signed out during library hours just before the event. **If the key is not checked out prior to the event, the \$50 deposit will be forfeited automatically. Staff may not be contacted at home for any reason.**
- If the library facility has sustained damages through an organization's use of the facility, or if library personnel must clean the facility after such use, all or any portion of the deposit will be retained by the library to cover costs. Organizations will be billed for any damages in excess of the deposit. Any remaining deposit funds after dismissing damages or cleaning will be refunded by the City of Waterloo within 60 days.
- Cancellations should be made a minimum of 48 hours in advance, except in cases of inclement weather.
- All reservation applications must be signed by an adult at least 18 years of age. An adult, age 18 or older, must be in attendance during the entire reservation time and until all participants have left the building.
- No use of alcohol or tobacco is allowed in any area of the building. Fire and safety laws must be observed. Alcohol is not permitted in any area of the building, except alcohol will be allowed during specifically approved library functions, and Friends of the Library events when the FOL organization obtains a picnic license from the city of Waterloo.
- Users should complete, sign, and date the Cleanup Checklist.
- **If the room is not clean and/or the furniture has not been returned to the proper arrangement, the \$50 deposit will be forfeited**
- Users should leave the Cleanup Checklist on the kitchen counter in the Junginger Community Room or on the conference table in the Hyer Conference Room. In addition to the cleanup checklist tables and chairs must be returned to their proper arrangement (refer to the laminated green cleanup checklist and room arrangement map).
- If library keys for the facility were borrowed, they should be returned in the outside book drop, after the door has been locked, if library is closed or at the front desk if the library is still open. **If the key is not returned after the event the \$50 deposit will be forfeited and you will be charged for any necessary re-keying fees.**
- If the library is closed during the event, or closes before the event has ended, users should make absolutely certain that all lights are off and that all external doors used by the group are locked and secure.

- Any emergency occurring within the group using the library's facility must be reported to the Library Director, Assistant Director, and their designate or local police.
- The reservation of any room or facility within the library does not constitute endorsement of the users of said rooms or their beliefs by the Library Board, library staff or the City of Waterloo. The Library Board and library staff will not discriminate, on the basis of gender, ethnic group, age, religious beliefs, or sexual preferences, against any group wishing to use the facilities, as long as said group adheres to these policies.
- Recurring reservations by non-profit, non-governmental groups must be resubmitted for each new calendar year. Should such a group's reservations also cease at the end of a school year, a new reservation form will be required when the group recommences its meetings.
- The Library Board reserves the right to review and/or refuse future use of any library facility for a group's previous infringement of the rules or policies governing facility use.
- Meetings and parties occurring within the facilities must not disrupt the use of the library by others.
- In the event a dispute arises regarding the use of any facility, the final decision rests with the Library Director.
- The clean-up checklist provided each group, for each reserved date, must be completed by the authorized representative of the organization using the facility.
- Should a key to the library be issued to an authorized representative of an organization using the facility, this key must be returned in the book deposit at the end of the rental. The organization will be responsible for any attendant costs if the library's key is lost (e.g. changing the library's locks) while still signed out to that organization. **If the key is not returned after the event the \$50 deposit will be forfeited and you will be charged for any necessary re-keying fees.**
- The library reserves the right to cancel a scheduled reservation due to unforeseen circumstances. Notification of such cancellation will be given a minimum of 24 hours in advance. However, should inclement weather force the closing of the library, 24 hours' notice may not be possible. It is recommended that all organizations contact the library if inclement weather threatens.

*Amended: 05/19/2015, 06/21/2016, 07/12/2016,  
02/15/2017, 10/23/2018*

## **706. Volunteer Policy**

Purpose: The Karl Junginger Memorial Library Volunteer Services 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 Karl Junginger Memorial Library without wages, benefits, or compensation (including travel expenses) of any kind. Examples include members of the Library Board of Trustees and Friends of the Karl Junginger Memorial Library. 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 of the Karl Junginger Memorial Library.
3. The City of Waterloo does not provide workers compensation or auto insurance coverage for volunteers.
4. Service volunteers who work on a regular basis at the Library will fill out volunteer information registration forms that will be kept on file with the Library Director. Children under the age of seventeen (17) may only work as volunteers with the consent of a parent or legal guardian. Each volunteer will sign in and out in the Volunteer Log.
5. At the discretion of the Library Director, and in particular when an adult volunteer will be working with children, the Director may check the Wisconsin Sex Offenders Registry and the Wisconsin Circuit Court Access databases to provide a background check on a volunteer.
6. The Library Director will interview Community Service volunteers in order to determine whether their volunteering in the Library will be a danger to staff or patrons. A copy of each volunteer's Community Service form will be kept on file in the Director's office.

*Approved: 05/27/04  
Amended: 03/20/07, 02/15/2017*





### **Karl Junginger Memorial Library Volunteer Registration**

Thank you for your interest in volunteering! Your willingness to share your time and talents will enrich our library and enhance our ability to serve the public. There are numerous opportunities available for volunteers. Your application will be reviewed and if there is a possible match with currently available volunteer opportunities you will be contacted.

There is no minimum age to volunteer. Ages 17 years old and younger require a parental consent. There is no maximum age limit on volunteers.

Date \_\_\_\_\_

Volunteer Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_, WI      Zip Code \_\_\_\_\_

Phone/Cell \_\_\_\_\_ Email Address \_\_\_\_\_

DOB \_\_\_\_\_

**Library Open: M - R 10 - 7 / F 10 - 5 / Sa 10 - 3 / Closed Sundays**

#### **Volunteer Opportunities and Times**

DAYS AVAIBLE: M  T  W  R  F  Sa

Morning  Afternoon  Evening

Shelf Reading  Literacy (Reading/Teaching)  Special Events

Teaching Computers  Program Assistance (Children & Teens)

Program Assistance (Adult)  Other  \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone/Cell:** \_\_\_\_\_

**REFERENCES-** Please give the Name of (2) persons you have known a minimum of 3 years (non-relative).

1. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone/Cell \_\_\_\_\_

2. Name \_\_\_\_\_  
Street Address \_\_\_\_\_  
City \_\_\_\_\_, State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone/Cell \_\_\_\_\_

**If you are under the age of 17, you will need your parent or guardian's consent to volunteer time at the library.**

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Community Service Volunteers:**

Caseworker/Parent Name \_\_\_\_\_ Phone \_\_\_\_\_

**800. Revision of Library Policies**

The preceding statements of Karl Junginger Memorial Library's policies shall be subject to review and needed revision at least every two years by the Library Board of Trustees. Individual policies will be reviewed or added as needed.

As stated in the Library's By-Laws, proposed changes or additions to library policies are to be presented at regular Board meetings. Changes or additions are then to be voted upon at next regular Board meeting. A majority vote for approval by the full Board membership is needed to amend any policies.

*Approved: 05/2004*