

I. Mission and Goal Statements

A. The mission of the Orfordville Public Library is to provide quality materials and services which fulfill educational, informational, cultural, and recreational needs of the entire community in an atmosphere that is welcoming, respectful, and businesslike.

B. To support this mission the library will:

1. Ensure that the library resources are available to all.
 - a. The library board and staff support the Library Bill of Rights, the Freedom to Read Statement and the American Film and Video Policy.
 - b. Increase foot traffic to 100 people daily or to consistently circulate 150 items daily.
 - c. Increase hours to meet minimum standards of 44 hours per week.
2. Promote Library Use:
 - a. Maintain a positive working relationship with government agencies.
 - i. Provide the village board with the approved minutes of the library board meetings.
 - ii. Invite the village board to attend at least one meeting of the library board each year.
 - iii. Present the annual budget and be on hand for any questions.
 - iv. Once a month present activity report to the village board outlining statistical and programming information. This information will be presented as either oral or written report.
 - b. Encourage a cooperative relationship with the school district.
 - i. Visit the elementary schools at least twice a year to promote library services.
 - c. Provide regular public service announcements to the local papers and newsletters.
 - i. Coordinate PR efforts with Arrowhead Library System to reach a larger audience.
3. Promote literacy for all ages.
 - a. Provide materials that have varying reading and interest levels.
 - i. Provide newspapers such as the Janesville Gazette and the Wisconsin State Journal.
 - b. Assist children and adults with lifelong learning.
 - i. Establish and maintain a relevant non-fiction collection that will support a broad range of interests and ideas.
 - c. Provide current information.
 - i. Follow the collection development policy.
 - ii. Follow the weeding schedule policy.
 - d. Provide recreational reading and media materials.
 - i. Purchase new releases in all formats to meet the needs of the community.

- ii. Maintain a collection of standard titles based on long term critical approval, such as Newberry or Caldecott awards.
 - e. Provide programs for a ages
 - i. Maintain a regular schedule of adult programming.
 - ii. Maintain a regular schedule of early literacy opportunities including weekly story-time and outreach story-time to local daycare/preschools.
 - iii. Maintain a regular schedule of programming for school-agers (kindergarten to 12th grade).
 - iv. Provide summer reading program that encourages reading and provided a regular schedule of activities.
- 4. Enhance current funding for the library.
 - a. Inform the village board on a monthly bases the statistics from activities and circulation.
 - b. Actively access grant and donation opportunities to supplement budgeted funds.
 - c. Pursue any funding opportunities which will lead to improving facility.

C. Long-Range Goals

- 1. Better signage
- 2. Increase foot traffic to 100 people daily or to average a circulation of 150 items daily.

D. To review regularly these goals of the Orfordville Public Library and, if necessary, revise them in the light of new developments.

II. Who May Use the Library

A. The library will serve all residents of the community and the public library system area. Service will not be denied or abridged because of religious, racial, social, economic, or political status; or because of mental, emotional, or physical condition; age; or sexual orientation.

B. The use of the library may be denied for due cause. Such cause may be failure to return library materials or to pay penalties, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on library premises.

III. Patron Responsibilities and Conduct

It is a patron's responsibility to maintain necessary and proper standards of behavior in order to protect his/her individual rights and the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the Library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to the law.

Young children:

The Orfordville Public Library encourages visits by young children and it is our desire to make this important visit both memorable and enjoyable for the child. Library staff is not expected to assume responsibility for the care of unsupervised children in the library.

Therefore, it is library policy that all children under age six must be accompanied by a parent or designated responsible person while in the library. Also, if the young child is attending a library program, we require the parent/responsible person to remain in the library throughout the program.

Disruptive children:

Children of all ages are encouraged to use the library for homework, recreational reading, and program attendance. The library staff realizes that the library will be noisier at busy times and that children by nature can cause more commotion. However, children (whether with parents or not) who are being continually disruptive will be given a warning that he/she must settle down or will be asked to leave the library. If after a second warning the child continues to be disruptive, he/she will be asked to leave the library. If the child needs to contact a parent, they may do so and then wait with a staff person until the parent arrives.

IV. Services of the Library

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

1. Select, organize, and make available books, materials, and internet services.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children and adults.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
6. Lend to other libraries upon request.
7. Develop and provide services to patrons with special needs.
8. Maintain a balance in its services to various age groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community, including evening and weekend hours.
11. Regularly review library services being offered.

12. Use media and other public relations mechanisms to promote the full range of available library services.

V. Responsibilities and Authorities of the Library Board

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

The Orfordville Public Library encourages each library trustee to take advantage of training opportunities for trustees offered by the public library system or statewide agencies and organizations. Likewise, the Library encourages trustees to be active in the state library organization and its efforts to inform the governor and legislature of the benefits and needs of public libraries.

VI. Volunteers and Friends

Policy on Volunteers

The Orfordville Public Library welcomes and encourages members of the community to volunteer their time and talents to enrich and expand library services. A volunteer shall be considered as any individual, 16 years or older, who assists on a regular basis with activities at the Orfordville Public Library without financial compensation.

Library volunteers:

- Supplement the efforts of the paid library staff in meeting demands for quality public service
- Serve to encourage citizens to become familiar with their library and the services being offered
- Have the opportunity to feel personal satisfaction while performing a valuable service for the community

The Orfordville Public Library shall make use of the services of interested volunteers to enhance, not replace, the work done by library staff. Volunteers are recognized by the public as representatives of the library and shall be guided by the same work and behavior codes as employees. Volunteers are expected to comply with all policies of the library.

Volunteers who apply to work in the library are required to fill out a Volunteer Application Form which will be kept on file. Candidates will be interviewed by the Volunteer Coordinator to determine their interests and levels of experience. Volunteer talents, experience, availability and interests will be considered in job assignments. Due to the nature of many volunteer positions, an official background check will be processed. The library may also check references, and has the absolute right to decline anyone as a volunteer without cause or statement of reason.

Recruitment of volunteers is the responsibility of the Volunteer Coordinator in conjunction with the Library Director. Volunteers work directly with library staff to receive training and complete projects.

Nothing in this policy creates a contract between the volunteer and the library. Both the volunteer and the library can terminate their association at any time, without any cause being stated.

A library friends group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees the ongoing book sale located in the library. Friends groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

VII. Personnel Policy

A. Management Policy:

The duly appointed library board shall have all management rights, authorities, and responsibilities as stated in *Wisconsin Statutes, Chapter 43*.

1. The library board shall select, appoint, and when necessary for valid reasons, dismiss the director of the library.
2. The board shall establish all other positions and all wage and benefit levels for all library staff.
3. The library board shall provide an effective orientation for new directors to assure that the director understands a) the policies and processes related to the daily operation of the library, b) reporting and budgetary requirements that assure accountability and compliance with the law, c) the expectations of the board in regard to administrative processes and protocol, particularly as they relate to conducting effective and efficient board meetings, and d) rules and requirements for state certification and any assistance which is provided by the Library to acquire and maintain appropriate certification.
4. The library board shall conduct annual appraisals of the library director's performance, at which time personal and management goals can be discussed and negotiated. This appraisal will be completed in August prior to new budget request submission.

B. Administrative Policy:

The person appointed as library director shall be charged with the sole administration of the library.

1. The director shall be responsible to the library board in matters pertaining to and concerning the library; be present at monthly board meetings and prepare and present such reports and meeting documents as requested.
2. The director shall maintain financial records in an efficient manner; present periodic reports to the library board and to the municipal governing body; prepare the draft of the annual budget to be presented to the library board, and assist trustees with presentation of the adopted request for appropriation to the municipal governing body.
3. The director shall hold regular meetings with staff and/or volunteers for training and interpreting board policy.
4. The director will be responsible for preparing annual performance assessments for library staff and volunteer. Performed in August prior to new budget request submission.
5. The director shall have the responsibility for collection development for all materials in the library; this includes selection, ordering, processing, weeding, and inventory of the collections according to the guidelines in the policy.
6. The director will recommend changes in or additions to library policies as needed.
7. The director will perform preparatory work to assist the board with regular library planning.

C. Salaries

Salaries are determined by the Library Board of Trustees.

D. Health Insurance Policy

As an executive and full time employee, the director receives benefits which include health insurance, vacation, holidays, and sick leave which can cumulate over the tenure of the director.

E. Vacation Policy

Full time employees shall be granted vacation with pay based on years of service.

Years of Service	Vacation Days Allowed
1 year	1 week
2 years	2 weeks
3 years	2 weeks + 1 day
8 years	3 weeks
13 years	4 weeks

*For years 4-7 of service 1 additional day of vacation per year is granted up to 4 days.

**Years 9-12 of service 1 additional day of vacation per year is granted.

F. Holiday Policy

The following holidays are observed by the library:

New Year's Day

Memorial Day

Fourth of July

Labor Day

Thanksgiving

Friday after Thanksgiving

Christmas Eve

Christmas Day

In addition, the library will close at 5:00 p.m. on the Wednesday evening before Thanksgiving and will be open limited hours on New Year's Eve. If the holiday falls on Sunday the following Monday will be celebrated and if the holiday falls on Saturday the Friday before will be celebrated. The Library Board reserves the right to amend the above policy if it is in the best interest of the library to do so.

G. Sick Leave

The director shall accumulate 8 hours per month until a maximum of 96 hours of sick leave is reached. After 96 hours has been accumulated additional unused sick leave will be paid out to the employee annually at their regular rate of pay.

H. Compensatory Leave:

Compensatory leave may be granted to the library director on an annual basis. Such leave will not exceed forty (40) hours annually and will be reimbursed at the regular hourly rate of pay. Such leave will be granted with prior approval of the library board at a mutually convenient time.

I. Leave of Absence:

Leaves of absence without pay may be granted to library employees for maternity, adoption, illness, travel, or graduate or certification training. All leaves are considered on a case-by-case basis and must be approved by the director. A leave for the director must be approved by the library board.

Requests for leave should be submitted in writing well in advance of the time when the leave is to begin. Written requests should indicate both a beginning and ending date for the leave. Vacation time must be used before an unpaid leave will be approved for reasons other than maternity, adoption, or military training.

When an employee is on unpaid leave he/she is responsible for all health insurance costs and other benefit premiums/deductions that may apply.

In some instances it may be necessary to deny requests for leaves of absence. Leaves are a privilege and can be granted only if the best interests of the library can be maintained.

J. Bereavement Leave:

Library employees are eligible for three (3) days bereavement leave without loss of pay or sick leave credit in the event of the death in the immediate family, defined as spouse, children, brother, sister, or parents of either the employee or the employee's spouse.

K. Military Leave:

Library employees who are duly enrolled members of the National Guard, State Guard, or any other organized reserve component of the Armed Forces of the United States shall be allowed a military leave of absence which has been ordered. The leave, under normal circumstances, will not exceed fourteen (14) days excluding Sundays and legal holidays. A copy of the order requiring attendance at military training sites shall accompany all requests for a military leave.

The library can assure no loss of wages if the employee wishes to turn all earnings from the training period in to the library board. Benefits are not affected by a military leave as long as the leave stays within the fourteen day parameter.

L. Jury Duty:

In the event a library employee is called for jury duty, the library will release them and assure no loss of wages. If fees and expenses paid to jurors do not equal or exceed wages normally paid by the library, these fees can be turned in to the library board and the employee will be paid their wages as usual.

M. Work Schedule Policy:

Major changes in the director's schedule or other circumstances may not be made without approval of the library board. Requests for such shall be made in writing to the library board. Requests for changes in the work schedule of other staff or volunteers shall be made in writing to the library director.

N. Meetings, Conventions, and Workshops:

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

O. Disciplinary Policy:

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

Normally termination would be a final step which would follow:

1. a substandard performance appraisal,
2. verbal and/or written warnings,
3. suspension, and/or
4. extended probation.

It is important that complete and clear records be maintained of all disciplinary processes for the protection of the employee and the library.

The Library wants each employee to be successful in his/her job and will work with employees to eliminate deficiencies.

While notice of intent to terminate can be expected, the Orfordville Public Library reserves the right to dismiss an employee without notice in cases involving theft, drug or alcohol abuse, criminal activity, or in instances of significant misconduct.

P. Resignation and Retirement Policy:

A library employee wishing to resign or retire from employment must notify the director or the library board as soon as practicable. The library requests a minimum notice of two weeks. For the library director a notice of at least one month is preferred.

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

If the employee is entitled to benefits (such as earned, unused vacation) a lump sum payment can be made to the employee.

Q. Grievance Procedure:

- A. **Grievance Policy.** It is the policy of the Orfordville Public Library to prevent the occurrence of grievances and to promptly deal with those that occur in a fair and equitable manner. Employees are encouraged to use the following process to seek redress of grievances.

- B. **Discipline.** Discipline may result when an employee's actions do not conform with generally accepted standards of good behavior, when an employee violates policy or rule, when an employee's performance is not acceptable, or when the employee's conduct is detrimental to the interests of the Library. Disciplinary action may call for any of four steps – verbal warning, written warning, suspension (with or without pay) or termination of employment – depending on the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed. Certain types of employee problems are serious enough to justify either a suspension or termination of employment without going through progressive discipline steps. The Library reserves the right, in its sole discretion, to impose disciplinary action as may be appropriate to the particular circumstances.

- C. **Grievance Procedure.** This policy is intended to comply with Section 66.0509, Wis. Stats., and provides a grievance procedure addressing issues concerning workplace safety, discipline and termination. This policy applies to all employees covered under Section 66.0509, Wis. Stats., other than police and fire employees subject to Section 62.13(5), Wis. Stats. An employee may appeal any level of discipline under this grievance procedure. For purposes of this policy, the following definitions apply:
 - 1. "Employee discipline" includes all levels of progressive discipline, but shall not include the following items:
 - Placing an employee on paid administrative leave pending an internal investigation;
 - Counselings, meetings, or other pre-disciplinary action;
 - Actions taken to address work performance, including use of a performance improvement plan or job targets;
 - Demotion, transfer, or change in job assignment; or
 - Other personnel actions taken by the employer that are not a form of progressive discipline.

2. "Employee termination" shall include action taken by the employer to terminate an individual's employment for misconduct or performance reasons, but shall not include the following personnel actions:

- Voluntary quit;
- Layoff or failure to be recalled from layoff at the expiration of the recall period;
- Retirement;
- Job abandonment, "no-call, no-show, or other failure to report to work; or
- Termination of employment due to medical condition, lack of qualification or license, or other inability to perform job duties.

3. "Workplace safety" is defined as conditions of employment affecting an employee's physical health or safety, the safe operation of workplace equipment and tools, safety of the physical work environment, personal protective equipment, workplace violence, and training related to same.

Any written grievance filed under this policy must contain the following information:

- The name and position of the employee filing it;
- A statement of the issue involved;
- A statement of the relief sought;
- A detailed explanation of the facts supporting the grievance;
- The date(s) the event(s) giving rise to the grievance took place;
- The identity of the policy, procedure or rule that is being challenged.
- The steps the employee had taken to review the matter, either orally or in writing, with the employee's supervisor;
- The employee's signature and date.

D. **Steps of Grievance Procedure.** Employees should first discuss complaints or questions with their immediate supervisor. Every reasonable effort should be made by supervisors and employees to resolve any questions, problems or misunderstandings that have arisen before filing a grievance.

1. **Step 1 – Written Grievance Filed with the Library Director.** The employee must prepare and file a written grievance with the Library Director within five (5) business days of when the employee knows, or should have known, of the events giving rise to the grievance. The Library Director or his/her designee will investigate the facts giving rise to the grievance and inform the employee of his/her decision, if possible within ten

(10) working days of receipt of the grievance. In the event the grievance involves the Library Director, the employee may initially file the grievance with the Library Board Secretary and the grievance will go to step 2.

2. **Step 2 – Impartial Hearing Officer.** If the grievance is not settled at Step 1, the employee may request in writing, within five (5) business days following receipt of the Library Director's decision, a request for written review by an impartial hearing officer. The Library Board shall select the impartial hearing officer. The hearing officer shall not be a Village employee. In all cases, the grievant shall have the burden of proof to support the grievance. The impartial hearing officer will determine whether the Library Director acted in an arbitrary and capricious manner. This process does not involve a hearing before a court of law; thus the rules of evidence will not be followed. Depending on the issue involved, the impartial hearing officer will determine whether a hearing is necessary, or whether the case may be decided based on a submission of written documents. The impartial hearing officer shall prepare a written decision.

3. **Step 3 – Review by the Governing Body.** If the grievance is not resolved after step 2, the employee and the Library Director shall request within five (5) business days of receipt of the written decision from the hearing officer a written review by the Library Board. The appeal shall be filed with Library Board Secretary. The Library Board shall not take testimony or evidence; it may only determine whether the hearing officer reached an arbitrary or incorrect result based on review of the record before the hearing officer. The matter will be scheduled for the Library Board's next regular meeting. The Library Board will inform the employee of its findings and decision in writing within ten (10) business days of the Library Board meeting. The Library Board shall decide the matter by majority vote and this decision shall be final and binding.

An employee may not file a grievance outside of the time limits set forth above. If the employee fails to meet the deadlines set forth above, the grievance will be considered resolved. If it is impossible to comply with the deadlines due to meeting notice requirements or meeting preparation, the grievance will be reviewed at the next possible meeting date. An employee will not be compensated for time spent in processing his/her grievance through the various steps of the grievance procedure.

Adopted: September 12, 2011

R. Equal Opportunity Employment Policy:

It is the policy of the Orfordville Public Library to provide an equal employment opportunity for all qualified persons. Equal employment opportunity shall be according to the provisions of State and Federal laws and regulations.

S. Drug-Free Workplace Policy:

In compliance with the *Drug-Free Workplace Act of 1988*, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited while performing work for the Orfordville Public Library, whether that work is carried out in the workplace building or not. All employees shall abide, as a condition of employment, by the terms of this notice and shall notify the library director or board within five (5) days of any criminal drug statute conviction for a violation occurring in the workplace.

Failure to comply with the above requirements shall be grounds for appropriate personnel action against such employee up to and including termination or such employee may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

T. Sexual Harassment Policy:

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

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

VIII. Materials Selection/Collection Development Policy

A. Objectives

The purpose of the Orfordville Public Library is to provide all individuals in the community with carefully selected books and other materials to aid the individual in the pursuit of education, information, research, pleasure, and the creative use of leisure time.

Because of the volume of publishing, as well as the limitations of budget and space, the library must have a selection policy with which to meet community interests and needs.

The materials selection/collection development policy is used by the library staff in the selection of materials and also serves to acquaint the general public with the principles of selection.

The Library Bill of Rights and The Freedom to Read Statement have been endorsed by the Orfordville Public Library Board of Trustees and are integral parts of the policy.

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

B. Responsibility for Selection

The ultimate responsibility for selection of library materials rests with the library director who operates within the framework of the policies determined by the Orfordville Public Library Board of Trustees. This responsibility may be shared with other members of the library staff; however, because the director must be available to answer to the library board and the general public for actual selections made, the director has the authority to reject or select any item contrary to the recommendations of the staff.

C. Criteria for Selection

1. The main points considered in the selection of materials are:
 - a. individual merit of each item
 - b. popular appeal/demand
 - c. suitability of material for the clientele
 - d. existing library holdings
 - e. budget
2. Reviews are a major source of information about new materials.
3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Consideration is, therefore, given to requests from library patrons and books discussed on public media. Materials are judged on the basis of the work as a whole, not on a part taken out of context.

D. Interlibrary Loan

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries those materials that are beyond the scope of this library's collection.

In return for utilizing interlibrary loan to satisfy the needs of our patrons, the Orfordville Public Library agrees to lend its materials to other libraries through the same interlibrary loan network,

and to make an effort to have its current holdings listed in a tool that is accessible by other libraries throughout the state.

E. Gifts and Donations

This policy is not intended to discourage gifts or donations to the Library, but for reasons herein indicated, all items must be carefully considered by the Library Board of Trustees, with the advice of the Library Director.

The following criteria will affect the decision of the gift acceptance.

1. Literacy, artistic, or historical value
2. Display or storage space required
3. Effect on the décor of the library and its furnishings
4. Rareness of object, if given for historical value

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

F. Weeding

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the library director and is authorized by the Board of Trustees. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

G. Potential Problems or Challenges

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

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

Library materials will not be marked or identified to show approval or disapproval of their contents, and no library material will be sequestered except to protect it from damage or theft.

H. Challenged Materials

Although materials are carefully selected, there can arise differences of opinion regarding suitable materials. Patrons requesting that material be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library. The inquiry will be placed on the agenda of the next regular meeting of the Orfordville Public Library Board of Trustees.

IX. Circulation Policy

A. Registration

All borrowers must be registered and must have a valid local or system patron card to borrow library materials.

Patrons must fill out an application form to register for a new library card. The following statement will be printed on the registration form for the patron's information and acceptance:

I agree to be responsible for all items borrowed with the library card issued in the above name, including items borrowed with it by others with or without my consent unless I have previously reported the loss of my card. I promise to comply with all library rules and policies both present and future, and to give prompt notice of change of address or loss of library card.

Signature _____

Identification is required. A driver's license or student ID is preferred; however, any other official ID or recent personal piece of mail may be acceptable.

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

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

B. Lost or forgotten cards

If a patron loses his/her library card, he should notify the library as soon as possible and request a replacement at a cost of \$1.00.

All patrons, adult and juvenile, are expected to bring their library cards with them if they intend to check out items.

C. Loan periods

1. 3 weeks for books, books on cd, and music cds.
2. 1 week for dvds and periodicals.
3. Interlibrary loans are due the date indicated by the lending library.
4. All items may be renewed if there is not a waiting list for the title.

D. Reserves

Reserves may be placed by patrons either in person or over the phone. Patrons will be notified by phone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

E. Overdue Policy

The purpose of the Overdue Policy is to facilitate the return of library materials.

In an effort to reduce barriers and increase access, the Orfordville Public Library Board of Trustees adopted a policy of not charging daily overdue fines for materials.

Items that do not acquire fines are:

- Books
- CDs, DVDs, and Blu-Rays
- Audiobooks on CD
- Magazines

The patron will receive a bill if items are kept 35 days past their due date. These items will be considered lost and the patron will be billed the replacement cost of each outstanding item. Checkout privileges will be suspended until all materials are returned or paid in full.

Effective Date: January 1, 2025

F. Damaged materials

If materials are damaged so as to be judged by the library as being unsuitable for the collection, the patron must pay the replacement cost.

G. Confidentiality

As specified in Wisconsin Statutes 43.30, "records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3)."

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

X. Reference Service Policy

The Orfordville Public Library:

- will provide information in the form of short answers to specific questions and guidance in locating material for patrons who appear in person, call on the telephone, or request information through correspondence;
- will assist patrons in the use of the Library and teach basic research methodology, when appropriate (this includes providing help in developing a research strategy and advice on whether a trip to the Library would be worthwhile for individuals who telephone);
- will provide bibliographic verification of items both in the Library and not owned by the Library and will assist patrons in obtaining materials through interlibrary loan, when appropriate;
- may refer library users to other agencies and libraries in pursuit of needed information;
- may use not only the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.
- will assist on electronic devices

XI. Programming Policy

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

Programming includes such activities as story times, films and activities on no-school days, summer library program for children, speakers for young adults, and book or author discussion groups for adults.

The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

XII. Public Relations Policy

A. Public relations goals of the Orfordville Public Library are:

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

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

C. The director will be expected to make presentations and to participate in community activities to promote library services. A reasonable amount of library time will be allowed for preparation and speaking. Materials to be used by press, radio, or television will be approved by the director.

D. The board will establish a publications budget to cover costs related to printing, publication, supplies, and miscellaneous needs related to the public relations effort.

XIII. Equipment Use Policy

Several computers are available for use by patrons on a first-come, first-served basis. 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 has been imposed. That time limit is 30 minutes. Exceptions to this are job application or school use. There is a two hour wait between sessions. If there is not another patron waiting for the computer the staff may allow longer sessions. Library staff is available for general assistance in using the computer. However, staff is not expected to train patrons in the use of application programs. Tutorial manuals will be provided when available.

A printer and copy machine are available at a cost of \$.20/page. The first 5 pages for school or job applications are free.

Fax services are available at \$1.00/page.

Copy machine users are advised that there are restrictions on copyrighted materials.

XIV. Internet Use Policy

The Orfordville Public Library is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library's service area. The Board of Trustees has established the Internet use policy to ensure appropriate and effective use of this resource.

Access to the Internet is available to all patrons; however, this service may be restricted at any time for use not consistent with the guidelines. Parents of minor children must assume responsibility for their children's use of the library's Internet service; prior to being granted access to the Internet, anyone under 18 years of age, along with a parent or guardian, must sign the Internet Use Agreement.

Expectations:

Users should be aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and can lead to prosecution. The user will be held responsible for his/her actions using the Internet. Users are expected to abide by the policies below which include generally accepted rules of network etiquette. Unacceptable uses of the service will result in the suspension or revocation of Internet use privileges.

Warnings:

The Internet is a decentralized, unmoderated global network; the Orfordville Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information, and it is not responsible for the availability and accuracy of information found on the Internet.

The library cannot assure that data or files downloaded by users are virus-free. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from the library's Internet service.

The use of the Internet and e-mail is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to the proper authorities.

Guidelines:

- Users may use the Internet for research and the acquisition of information to address their educational, vocational, cultural, and recreational needs

- Users may use the Internet for the receipt and transmission of electronic mail (e-mail) as long as they use a free e-mail service which will establish and maintain an account for them; the library is unable to manage e-mail accounts for any organizations or individuals
- Internet use is offered in thirty (30) minute sessions on a first-come, first-served basis; each user is allowed one session--if there is no patron waiting for the service at the end of a session, the user can have another session, but once having had the service for 30 minutes the user must abandon use of the Internet if another patron requests use of the service
- Users will respect and uphold copyright laws and all other applicable laws and regulations; they will not use it for illegal purposes
- Users will respect the rights and privacy of others by not accessing private files
- Users agree not to incur any costs for the library through their use of the Internet service
- Users shall not create and/or distribute computer viruses over the Internet
- Users shall not deliberately or willfully cause damage to computer equipment, programs, or parameters

XV. Meeting Room Policy

There is not a separate meeting room available.

XVI. Displays and Exhibits Policy

As an educational and cultural institution, the Orfordville Public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

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

Areas available to the public for displays and exhibits are the glass exhibit case, library common area, and the general bulletin board. A release must be signed by the exhibitor before any artifact can be placed in the library. An example of the release follows:

Orfordville Public Library Display and Exhibit Release

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

Exhibition to be held in the _____
During _____
Description of materials loaned _____

Signature _____ Date _____
Address _____ Telephone _____

XVII. Public Notice Bulletin Board Policy

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

Each item posted must be dated and signed. A request for return of items, along with name and telephone number of person to be contacted, should be printed on the back of each article. Unless such arrangements are specified, items must be picked up the day following the date of the publicized event if the owners want them returned. Otherwise, the library will not be responsible for returning materials.

XVIII. Disasters Policy

Fire

Do not panic, but do not under-estimate the potential danger to customers or staff represented by a fire. At the first indication of smoke or flame, investigate the situation to determine location and extent of the fire. If the fire can obviously be contained and extinguished quickly and safely by staff, proceed to do so. However, if there is any doubt about whether the fire can be controlled, immediately call 911 or the fire department and then clear the building.

The time to think about fires is before they happen. Familiarize yourself with the type, location, and application of the fire extinguisher(s) in the building. Orient all staff and volunteers to this information. If you share a building with another agency and it occasionally initiates fire drills, library staff should respect those training exercises and respond as they would in the case of a real fire.

Health emergencies

Staff members should exercise caution when administering first aid of even a minor nature because of the safety of the injured individual and the potential liability of the staff member. Without specialized training it is not advisable for staff to undertake more than keeping the sick or injured patron comfortable and protected from needless disturbance until medical help can be obtained. Since each case is unique, staff members should use their own judgement to do what is prudent and reasonable.

The Rescue Squad/Police (911 if available) should be called immediately in the event of any serious problem.

No medication, including aspirin, should ever be dispensed to the public.

Bomb threats

Keep the caller on the line as long as possible. Ask the caller to repeat the message and try to write down every word spoken by the person.

If the caller does not indicate the location of the bomb or the time of possible detonation, ASK FOR THIS INFORMATION.

Pay particular attention to peculiar background noises such as motors running, background music and any other sounds which may indicate where the location from which the call is originating.

Listen closely to the voice (male, female), voice quality (calm, excited), accents and speech impediments.

Immediately after the caller hangs up, call the police. Clear the building. The police will handle the actual bomb search.

Snow storms

The Library will follow the recommendation and actions of the city (or village) between 8:30 a.m. and 5:00 p.m., Monday through Friday. Closing during other days and hours will be at the discretion of the Library Director.

XIX. Orfordville Public Library Gift Policy

This policy is not intended to discourage gifts or donations to the library, but for reasons herein indicated, all items must be carefully considered by the Library Board of Trustees, with the advice of the Library Director.

There is a limit to the space available in the library itself, and very limited storage space for items not being displayed. It must be recognized that the library is not a museum, and that its basic character should not be distorted by the indiscriminate display of gifts.

The following criteria will affect the decision of the gift acceptance.

1. Literary, artistic, or historical value.
2. Display or storage space requirements.
3. Effect on the décor of library and its furnishings.
4. Rareness of object, if given for historical value.
5. The library will not affix a value for income tax purposes to any gift accepted.

No items other than books will be accepted without prior approval by the Library Director and the direction of the Library Board.

The board reserves the right to accept or reject any gift or donation; is free to display or dispose of those accepted in any manner it chooses, and retains unconditional ownership of the gift.

Monetary gifts are welcome, but the final decision on how the funds are to be used will be that of the board and director.

Adopted: July 30, 2001

XX. WiscNet Use Policy

Arrowhead Library System is the manager of the wide area network for the Arrowhead Library System libraries and is a member of WiscNet. The aggregation point for the libraries of the Arrowhead Library System wide area network is at the Hedberg Public Library.

As per WI Statute 44.73, 2r, a public library may share a TEACH data line with another political subdivision (i.e. other municipal offices). The sharing of TEACH data lines with another political subdivision may require additional bandwidth and therefore additional costs. Allowing access to the library system's WAN also raises security issues and other network configuration and the management issues that need to be addressed.

The primary purpose of the wide area network is to provide internet access for the system member libraries. Any extension of the network to other political subdivisions can only be done with the assurance that the primary purpose is not compromised in any manner. Therefore, no member

library of Arrowhead Library System shall enter into a TEACH data line shared service agreement with another political subdivision without first getting approval of the Arrowhead Library System Board.

XXI. Dress Policy

SHIRT AND SHOES POLICY

The Orfordville Public Library is committed to maintaining high standards of neatness and cleanliness, in order to provide the most pleasant environment for its patrons. It is well known that the wearing of shoes helps prevent the spread of various diseases, and is generally cleaner than not wearing them. Likewise, while it is legal for men, at least, to go without shirts, it is not generally considered appropriate attire in any other business, government, or retail setting. It is for these reasons that we make the following policy:

1. It is the policy of the library that all patrons, staff, and other persons on library premises shall be appropriately dressed. Appropriate dress, for the purposes of this policy, includes adherence to local requirements, as well as the wearing of some sort of shirt or top, and wearing of shoes, sandals, or some other form of foot covering.
2. Anyone on library premises who is inappropriately dressed shall be asked to leave the library premises until they are dressed appropriately.

Adopted: September 5, 2014

XXII. Confidentiality of Identifiable Information about Library Users

Wisconsin State Statute 43.30 and the Orfordville Public Library protect the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed, or acquired, and includes database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, or services.

The First Amendment of the United States Constitution guarantees freedom of speech and of the press. This requires the corresponding right to hear what is spoken and read what is written, free from fear of intrusion, intimidation, or reprisal. Confidentiality is essential to protect the exercise of these rights from invasions of privacy.

The Orfordville Public Library is an impartial resource providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. This role must not be compromised by an erosion of the privacy right of our library users.

The Orfordville Public Library recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation prosecution, our judicial system provides the mechanism for seeking release of such confidential records. The issuance of a court order, following a showing of a good cause based on specific facts by a court of competent jurisdiction, is required for release of such information.

In accordance with Wisconsin law, custodial parents or guardians of children under age 16 may, upon request, review library records pertaining to their children's use of the library's documents or other materials, resources, or services. Custodial parents and guardians must sign the Orfordville Public Library form certifying that the requester is the custodial parent or guardian of the child whose records have been requested before the Library will provide those records to the parent or guardian.

Adopted: May 3, 2004

XXII. Revision of Library Policies

The preceding statements of Orfordville Public Library's policies shall be subject to review and needed revision at least every five years by the Library Board. Individual policies will be reviewed or added as needed.

Adopted: November 2, 2016

Orfordville Public Library

STATEMENT OF CONCERN ABOUT LIBRARY RESOURCES

Name_____Date_____

Address_____Phone_____

City_____State_____ZIP_____

Resource on which you are commenting:

_____ Book _____ Audio-visual Resource

_____ Magazine _____ Content of Library Program

_____ Newspaper _____ Other

Title: _____

Author/Publisher or Producer/Date: _____

1. What brought this resource to your attention?
2. To what do you object? Please be as specific as possible.
3. Have you read or listened or viewed the entire content? If not, what parts?
4. What do you feel the effect of the material might be?
5. For what age group would you recommend this material?
6. In its place, what material of equal or better quality would you recommend?
7. What do you want the library to do with this material?
8. Additional comments:

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

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 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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 counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, 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 individual, by exercising critical judgment, will select the good and reject the bad. 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 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 or unwelcome scrutiny by government officials.

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, unpopular, or considered dangerous by 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 the prejudgment of a label characterizing any expression 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 others. 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; and by the government whenever it seeks to reduce or deny public access to public information.*

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. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

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 Americans 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, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

Orfordville Public Library

Custodial Parent/Guardian Certification For Access to Children's Records

I, _____, hereby certify that I am
(Requester's Name)

the custodial parent or guardian for _____
(Child's Name, Address, and Date of Birth)

and pursuant to 43.30 Wisconsin Statutes, hereby request to review the following library records pertaining to _____'s use of the library's documents or
(Child's Name)
other materials, resources, or services.

Requested Records:

- ____ Current Items Checked Out
- ____ Current Overdue Materials
- ____ Outstanding Fines and Fees
- ____ Current Holds

The Library will not release personal information about this child.
The Library maintains only current records on customer use of the Library.

Signed and certified by:

(Custodial Parent or Guardian)

(Date)

Adopted: May 3, 2016

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