

# **Grantsburg Public Library**

Approved by the Library Board of Trustees

## **Circulation Policy**

### **A. Loan periods for items checked out of the Grantsburg Public Library**

- 7 days: new release films (Release date six months or newer).
- 3 weeks: books, audio books, cake pans, travel-with-me-packs, memory kits, magazines, films (6 month+).
- Interlibrary loans (outside the NWLS) are due on the date indicated by the lending library and any renewal would need to be requested from and accepted by that lending library.
- Reference books and *Make It Kits* do not circulate.

### **Patrons may not exceed borrowing 40 books and 10 films at one time from Grantsburg Public Library.**

All materials may be renewed twice if there are no holds on that item. Patrons can renew items by calling, stopping in, or logging onto our website with their library card number.

In concurrence with NWLS policy: Rules for circulating at my library will apply to all items checked out by all patrons at my library. Also in accordance with NWLS policy, the Grantsburg Public Library may collect fines levied by another library and, if they do not exceed \$5.00, may keep said fines. If the fines exceed \$5.00, they shall be remitted to the fining library. The Grantsburg Public Library may not waive fines levied by another library on items checked out from the other library.

### **B. Fines and charges for overdue and lost items of the Grantsburg Public Library**

- 10¢-per-day: Overdue books, films, audio books, cake pans, travel with me packs, memory kits, magazines, films (not including new release films).
- \$1-per-day: New release films

A first notice is sent after the material is due. If the material is not returned within one month, a bill will be sent for the cost of replacing the material, including a service charge for processing, cataloging and postage. Patrons who have overdue materials or who have accrued fines of \$5 shall be denied borrowing privileges and use of the computers until the materials are returned and the fines paid or until the material is paid for if lost and/or damaged. Fines will be capped at \$2.00 per item, with the exception of films. Film fines will be capped at \$5 per item.

When patrons have overdue materials a first notice is sent after the material is due via the email address or phone number on file in the patron's account. If the material is not returned within a designated period, a second notice and, finally a bill will be mailed for the replacement cost of the material.

**Items checked out from another system library will be subject to the fine policy of that library** although items may be returned to them through Grantsburg Public Library.

### **C. Damaged material**

If materials are damaged and judged by the Library Director as unsuitable for the collection, the patron must pay the replacement cost. Once payment has been made, the damaged material will belong to the patron. A service charge of \$5 for processing, cataloging and postage will also be assessed. In the event that an individual subsequently finds and attempts to return the lost item that has been paid for, the library will not return the patron's monies.

### **D. Lost or forgotten cards**

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If a patron loses his/her library card, s/he should request a replacement. Borrowers who need to replace a lost card will be charged \$3.00 for each new card issued. This fee will help defray the cost of the new card and any administrative tasks involved with issuing a replacement card.

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

If a patron has demonstrated continued disregard for library loan rules and other regulations, the Library Director may establish check-out limits for that patron which will remain in effect until the director is satisfied with improved patron compliance.

### **E. Reserves**

Patrons may place reserves on material by the following methods: in person, over the phone or via the web. Patrons will be notified by telephone or email when the materials are available. There is no charge to the patron for placing a reserve or for interlibrary loan services.

### **F. Confidentiality**

All patron records are regarded as strictly confidential and 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 or to persons the patron has authorized to access their records.

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 used 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)."

## **Who May Use the Library**

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.

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.

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.

## **Code of Conduct**

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1. The library is a smoke free building. The use of tobacco products or electronic (or smokeless cigarettes or their equivalent) is prohibited inside facilities owned by the Village of Grantsburg.
2. Animals are not allowed in the library except as part of programs or as needed by disabled patrons.
3. No food or beverages are allowed at the library computers. Individuals are required to clean-up after themselves.
4. Acceptable attire is required, so as not to be disruptive to the library environment. Shirt and shoes must be worn at all times.
5. Patrons may not, at any time, solicit, sell or distribute merchandise or services in the library for any purpose without prior permission from the Library Board or Library Director.
6. The library accepts no responsibility for loss, damage or accidents to persons or personal property on its premises.
7. Library users are expected to conduct themselves in a manner which shows respect for others in the library.
8. Disruptive conduct which prevents others from enjoying the library or which endangers people or property is not allowed.
9. Public intoxication, drugs, and alcohol are prohibited in the library.
10. Weapons, or facsimiles of any kind, are prohibited in the library, except firearms, carried by law enforcement in accordance with Wisconsin law.
11. The staff may request that a person leave the library if he/she is not using the library for the purpose for which it is intended and is considered a threat, or disturbance to other patrons or library staff.
12. The staff may prohibit individuals from congregating or loitering in the building or on the village property in a manner that causes a disturbance or is inconsistent with the ordinary use of the library environment.
13. Children under 6 must be directly supervised at all times by an adult.
14. The library assumes neither responsibility nor liability for the actions, care, supervision or safety of minors. If an unattended child's behavior is disruptive or unsafe, or appears ill or upset, and the parent, guardian, or supervising adult or individual cannot be contacted within a half hour, the staff will call the police or Child Protective Services.
15. If the library is closing and the parent, guardian, or supervising adult or individual cannot be reached immediately, law enforcement or social services will be contacted for any unattended person under the age of fourteen.
16. The library staff reserves the right to report suspected truancy to the appropriate authorities during school hours.
17. The Director of the library may at her/his discretion withhold library privileges from any patron who does not comply with library procedures, including this Policy.
18. The Director and Staff of the Grantsburg Public Library are bound by the policies set by the Board of Trustees.

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19. The Board of Trustees, depending upon the seriousness of violation(s) of this Policy, has the right to withdraw library privileges from individuals for a period determined appropriate by the Board of Trustees.

## **Staff Response to Infractions**

Violation of these rules is misconduct that can result in expulsion from the library and forfeiture of library privileges. Minor violations of these rules will first result in library staff attempting to educate or warn individuals about the policies before enforcing such policies. If an individual continues to violate these policies, staff may order them to leave for the day. However, any conduct that threatens the life or safety of any person or that is damaging to library property, equipment or facilities may result in immediate expulsion from the library premises.

## **Obtaining a Library Card**

### **Registration**

A customer obtains a Grantsburg Library (GPL) card by submitting a completed Borrower Registration Form. Any customer who wants to obtain or replace a library card from RPL must provide a valid non-expired government issued identification. There is no charge for the initial card; however, a replacement card costs \$3. GPL accepts the following as valid identification:

- Driver's license issued by a state in the U.S.
- Photo ID issued by a state in the U.S.
- United States Military ID Card
- United States Passport
- Matricula Consular Card issued by Mexico

Expired identification will not be accepted. If the identification does not show current address, additional proof of address showing name and residence address must be provided. GPL accepts the following to show address:

- Certified school record or transcript issued within the last 90 days
- Checkbook
- Deed, mortgage, rental or lease agreement for Wisconsin property
- Letters from probation/parole agents on letterhead issued within the last 90 days
- Homeless shelter documentation
- Property tax receipt
- Utility bill

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- Valid hunting or fishing license

For customers who are unable to provide valid identification or proof of residency a library card can be issued that allows only one item checked out on the account at a time. This exception would apply to customers with valid identification without the correct address and no other identification with the correct address. It would also apply to customers without a valid identification, but who do have a checkbook, rent receipt, utility bill, or postmarked mail showing the correct address. In these cases library staff will put a note in the customer's account until the missing information is provided.

Customers through age 15 must have a parent or legal guardian register them to obtain a library card. The parent/guardian must provide valid identification and show proof of address.

Customers age 16 and 17 may register without parent/guardian signature provided the customer can supply valid official identification and show proof of residency. A parent or legal guardian may also register them to obtain a library account with the parent/guardian providing valid identification and proof of residency.

GPL shall issue a valid library card to the customer whose application has been accepted. GPL reserves the right to deny issuing a library card if the application is incorrect or incomplete, e.g., failure to provide the home address. By submitting the application for registration, and by accepting the valid library card, the applicant agrees to the following:

- Notify GPL when any information given to the GPL has changed, e.g., change of name, address, or phone number.)
- Promptly report to GPL the loss or theft of the library card.
- Assume responsibility for all materials borrowed on the account.
- The library card may be used only by the person whose name is on the card, or in the case of a minor, by the parent/guardian who signed the application. For legally handicapped persons, a special arrangement may be allowed.

GPL reserves the right to cancel the borrowing privileges of any customer who fails to abide by library rules.

GPL will conduct periodic purges of inactive library cards.

## **Internet use policy and guidelines**

This policy applies to all users of the Grantsburg Public Library computers or networks. If you have a question about the policy or what it means, please contact a librarian for more information.

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## **Purpose**

To fulfill our mission, the Grantsburg Public Library provides a broad range of information resources, including those available through the Internet. We make this service available as part of our mission to offer a broadly defined program of information, education, recreational, and cultural enrichment opportunities for residents of all ages and background

The library only assumes responsibility for the information provided on the home page and the supporting web pages resident on the servers. Grantsburg Public Library does not monitor and has no control over the information assessed through the Internet. The Internet offers access to many valuable local, national, and international sources of information. However, not all sources on the Internet provide accurate, complete, or current information. Restriction to a child's access to the Internet is the responsibility of the parent or guardian.

## **Responsibilities of Users**

### **Supervising Children's Use**

It is the library's policy that parents or legal guardians must assume responsibility for deciding what library resources are inappropriate for their children. The library assumes parents/guardians have authorized and are aware of their child's internet use. There will be some resources that parents may feel are inappropriate for their children. Parents should let their children know if there are materials that they do not want them to use. Parent should authorize their children's Internet sessions. Parent should also instruct their children in the Rule for Online Safety recommended by the National Center for Missing and Exploited Children. Parents should inform library staff if they wish for a note to be placed in their child's record that denies the child computer use.

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.

### **Choosing and Evaluating Sources**

The Internet is a global entity with a highly diverse population and information content. Library patrons use it at their own risk. The Library cannot protect users from materials they find offensive. The Library has established a policy as the means that is least restrictive of a patron's freedom of inquiry while effectively meeting the interest of others and the protection of minors.

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## **Rules Governing Use**

1. A valid NWLS library patron card on file
2. Children 15 and under will need parent/guardian signature on their card.
3. Library card will be left at the checkout desk while patron is on a computer. The patron will need to collect card when finished with the computer.
4. Use of Internet access is generally available during library hours on a first come first served basis. 60 minutes will be available to each user. After that time, if anyone is waiting for use, the patron must make the computer available.
5. A printer is available and printouts can be picked up at the front desk.
  - A charge of 25 cents will apply to each page printed

## **Users May Not**

1. Use the computer to display graphics that are obscene or harmful to others.
2. Use the workstations to gain access to the Library's networks or computer systems or to any other network computer system.
3. Obstruct other people's work by consuming large amounts of systems resources or by deliberately crashing any Library computer system.
4. Make any attempts to damage computer equipment or software.
5. Make any attempts to alter software configurations.
6. Make any attempt to cause degradation of system performance.
7. Use any Library workstation for any illegal or criminal purpose.
8. Violate copyright laws or software licensing agreements in their use of Library workstations.
9. Install or download any software.

Library patrons with fines and or fees over \$5 will be refused Internet access. Violations will result in loss of access. Unlawful activities will be dealt within a serious and appropriate manner.

## **Release of Library Records of a of child under age 16 to custodial parents and legal guardians**

It is the intent of Grantsburg Public Library to satisfy the requirements of *Wisconsin Statute s.43.30(4)* concerning the release of the library records of a child under age 16 to a custodial parent or legal guardian. At the same time, the library recognizes the need to protect the privacy of all library patrons, including children under age 16, to the greatest extent possible under s43.30. Therefore, the library has adopted the following policy for release of library records of children under age 16. Children age 16 and older shall be treated as adults.

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In order to assure that records of a child under age 16 are released only to a custodial parent or legal guardian, Grantsburg Public Library requires verification that the individual requesting the records is entitled to see them under the law. The following shall be considered adequate verification:

- Permission of the child whose records are being sought, provided in person and at the time of the request.
- An official birth certificate with the requester's name listed as a parent.
- Governmentally issued photo identification verifying the requester's name and with an address matching that on file for the child.
- Possession of the child's library card.
- Possession of a library card in the requester's name for which the account shows the same address as that on the account of the child whose records are being sought.
- A copy a family court order which names the children and which does not indicate that the parent was denied periods of physical custody.
- Other documentation that demonstrates to the satisfaction of the library that the requester is a custodial parent or legal guardian of the child whose records have been requested.

In cases in which an individual is able to demonstrate to the library's satisfaction that he or she is a custodial parent or legal guardian of a child under age 16 and he or she requests the records of that child, the records shall be made available as soon as practicable and without delay.

In cases in which an individual requests the records of a child under age 16 and is denied access to them, that individual shall be entitled to appeal the decision to the library director. If the library director should deny the requester access to the records, the individual shall be entitled to appeal the decision to the library board. The library board shall meet as quickly as a meeting can be legally noticed and hold a hearing, after which it shall make a determination regarding the right of the requester to have access to the records. The determination of the library board shall be final.

Only records relating to the use of the library's documents or other materials, resources, or services shall be released under this policy. Information such as the address, phone number, age, or other personal information shall not be disclosed.

## **Learning Center and History Room Use Policy**

### *Declarations*

*The Library Board of Trustees subscribes to the American Library Association's Library Bill of Rights. Article VI states:*

*Libraries that 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.*

*The library uses the Learning Center and History Room for a variety of programming which promotes the library's goals of public information, education, recreation and cultural programming. In these programs the library presents a range of points of view and does not advocate a single approach.*

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## Purpose

*The Learning Center and History Room are a community resource. The library board encourages the widest possible use of the spaces not-for-profit groups in the Grantsburg area for programs of an informational, educational, cultural or civic nature.*

*The rooms may be used by organizations or groups whose primary purpose is religious, commercial or for-profit. See the regulations and rental fee schedule below.*

*The library is in no way affiliated with the events scheduled in or agencies using the Learning Center and History Room; it simply provides the venue for such events.*

*This policy may be subject to change based on need or circumstance.*

## A. Room Accommodations

### Learning Center:

The room may be configured in a classroom style to accommodate 55 people in addition to the speaker. The maximum room capacity is 79.

### History Room:

The library has a smaller room which may be reserved in advance. This room is intended for quiet study or consultation by students and other community users.

## B. General Regulations

1. The library board specifically **prohibits** the following types of uses of the Learning Center and History Room:
  - i. Monetary solicitation; except for library, Friends of the Library or Village sponsored fund raising events
  - ii. Personal or family purposes
  - iii. Programs that interfere with the normal functions of the library
2. Groups using the Learning Center and History Room must agree to meet the Americans with Disabilities Act (ADA) requirements and to provide requested accommodations for meetings or programs.
3. Meetings must be open to any member of the public, with the exception of private rentals.

## C. Availability

1. The library has priority in use of the facilities.
2. Reservation of the facilities is on a first come, first served basis and conducted through the circulation desk at the library. No single group may have more than three (3) meetings reserved in advance, and no more than three (3) months in advance.
3. Spaces are often not available for use during regular library hours. Arrangements may be made to utilize the Learning Center outside of library hours.

## D. Fees

1. For-profit and/or commercial entities may rent the Learning Center for \$50/hour. The History Room may be rented for \$20/hour during normal operating hours only.
  - i. Not-for-profit organizations charging a fee for services may rent the large community meeting room for \$10/hour. Not-for-profit organizations meeting for informational purposes are not charged a fee.
  - ii. Donations are always welcome to offset the cost of maintenance and utilities.
  - iii. A deposit fee of \$100, \$150 for those serving food and beverage, and signed contract\* must be submitted prior to occupancy of the Learning Center outside of library operating hours. The deposit fee will be returned in full if the room is left in the same condition and set up arrangement as when the user took responsibility of the room.

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## E. Use of Facilities

1. The groups using the room are responsible for returning the furniture to the standard configuration.
2. Groups must supply items such as napkins, plates & utensils.
3. Decorations, wall hangings, presentation materials or any other items may not be taped, stapled, glued or in any other way fastened to walls, ceilings or fixtures.
4. All parties must vacate and remove all their belongings from the Learning Center by 11:59 pm on the day of their rental.

## F. Conduct

1. The library code of conduct must be observed at all times.
2. Use of the room cannot be disruptive of the programs and activities of the library.
3. No unlawful activity is permitted on library premises.
4. Alcohol is allowed in the Learning Center and History Room subject to the following conditions:
  - a. A private party (must be by invitation only) can bring in their own alcohol for their event. If a private party utilizes the above the alcohol can only be given away. It cannot be sold by any means. That includes the selling of tickets.
  - b. If the renter is having an event that is public a picnic license can be obtained by a non-profit group or bona-fide club for fermented beverages (beer/wine coolers only) or for wine. A picnic license cannot be issued to an individual. Ask the Grantsburg Village Clerk for details on these regulations.
  - c. If alcohol is on the premises the renter assumes all liability and responsibility of themselves and their guests as stated below.
  - d. The renter also agrees to abide by all state laws including those prohibiting the serving of alcohol to a minor.
  - e. Permission must be requested on the room request form at least 14 days in advance of the proposed event and a picnic license must be presented to the library director 7 days in advance of the event.
5. The Library Director reserves the right to refuse the use of the facility to any group or individual subject to review by the library board.

## G. Cleaning & Damages

1. The Learning Center and History Room and restrooms must be left in the same condition and set up arrangement as when the user took responsibility for the premises (see *Cleanup Checklist*); the library reserves the right to retain the users' deposit if this is not the case.

## H. Emergencies

1. In the event of any emergency the library reserves the right to cancel all reservations.

**After your event/meeting, complete the *Cleanup Checklist***

**Notary Public Service**

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The Grantsburg Public Library offers free limited Notary Public services for the benefit of the residents of our community. It is recommended that all requestors seeking Notary Service call the library prior to their visit to ensure that a Notary is available at that time. 715-463-2244.

The following guidelines will be followed in the provision of notary service: General Guidelines:

- The Library does not charge a fee for Notary Public Services
- Notary Service is provided on a first-come, first-serve basis and is not available at all times.
- Notary Service is not available 15 minutes before the library closes.
- The requestor must provide the Notary with a valid form of photo identification, such as a current driver's license, military ID or passport.
- The library provides only basic Notary Public Services. The Library is not able to notarize more than 3 documents per person per visit.
- Documents to be notarized must contain a Notary Public jurat or acknowledgement.
- Documents to be notarized must be in English.
- Notary Publics cannot certify true copies of passports or drivers licenses.
- The Library does not provide witnesses and witnesses may not be solicited from staff or customers using the Library. In order to serve as a witness, the witness must personally know the person whose document is being notarized and must be in possession of valid photo identification.
- Notaries will not provide service if the requestor, document or circumstance of the request for Notary Public Service raises any issue of authenticity, ambiguity, doubt or uncertainty for the Library. In this event, the Notary Public may, at his/her sole discretion, decline to provide Notary Public Service.

## **Collection and Development Policy**

### **MISSION**

Grantsburg Public Library provides a broad range of information resources to the community. The Library supports the individual's right to have access to ideas and information representing all points of view.

### **PURPOSE**

The Collection Development Plan serves as a guide for the selection and retention of materials for the Grantsburg Public Library system. The Plan is designed to support the Library's Mission Statement. The Board of Trustees of the Grantsburg Public Library has adopted the following materials selection policy to guide librarians and to inform the public about the principles upon which the selections are made.

### **VISION**

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Grantsburg Public Library is committed to serve the public in a customer centered and pro-active manner, providing a wide variety of materials, resources, and services including access to classic as well as current and popular print and non-print materials for learning, enrichment and leisure. Since it is not possible for any library to acquire all materials, it is necessary for every library to employ a policy of selectivity in acquisitions.

The Board of Trustees of the Grantsburg Public Library endorses the American Library Association's LIBRARY BILL OF RIGHTS and THE FREEDOM TO READ statements (attached herewith) and are integral parts of this policy.

### **SCOPE OF COLLECTION**

The Library provides, within its financial limitations, a general collection of reliable materials embracing broad areas of knowledge. Included are works of enduring value as well as timely materials on current issues. Within the framework of these broad objectives, selection is based on community needs, both those expressed and those inferred from study of community demographics and evidence of areas of interest. New formats shall be considered for the collection when, by industry report, and evidence from local requests, a significant portion of the community population has the necessary technology to make use of the format. Availability of items in the format, the cost per item, and the Library's ability to acquire and handle the items will also be factors in determining when a new format will be collected. Similar considerations will influence the decision to delete a format from the Library's collections.

Impartiality and judicious selection shall be exercised in all materials acquisition practices. Allocation of the materials budget and the number of items purchased for each area of the collection will be determined by indicators of use, the average cost per item, and objectives for development of the collection. The Library will be aware of the resources available in surrounding libraries and will develop its collection with this in mind. In general, scholarly, highly specialized, or archival materials are beyond the scope of the Library's collections. The Library strives to acquire items that enhance its position as a resource for local history.

### **RESPONSIBILITY FOR SELECTION**

Ultimate responsibility for the selection of library materials rests with the Library Director who operates within the framework of policies determined by the Library Board of Trustees. The Director makes appropriate selection tools available and tracks the materials budget to ensure a flow of new materials throughout the year, according to budget allocation. Suggestions from staff members who are not directly involved with selection are encouraged and given serious consideration in the selection process.

### **CRITERIA FOR SELECTION**

Selection is a discerning and interpretive process, involving a general knowledge of the subject and its important literature, a familiarity with the materials in the collection, an awareness of the bibliographies on the subject, and recognition of the needs of the community. To build a well-balanced collection of merit and significance, materials in all forms must be measured by objective guidelines. Since the library does not promote particular beliefs or views, the collection will contain various positions on important questions, including unpopular or unorthodox positions. The Library actively strives to ensure that materials representing many differing views and a broad diversity of human thought and creativity are

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represented in its collection. A balanced collection reflects a diversity of materials, not necessarily an equality of numbers.

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 choosing what an individual will read rests with the individual. Responsibility for the use of library materials by children and young adults rests with their parents or legal guardians.

All acquisitions, whether purchased or donated, are considered in terms of the following standards. An item need not meet all of the criteria in order to be acceptable. Several standards and combinations of standards may be used, as some materials may be judged primarily on artistic merit, while others are considered because of scholarship, value as human documents, or ability to satisfy the recreational and entertainment needs of the community.

The main points considered in the selection of materials are:

1. individual merit of each item
2. popular appeal/demand
3. suitability of material for the library community
4. existing library holdings
5. budget

Selection may also be limited by the following factors:

1. physical limitations of the building
2. price and format
3. availability of low-demand materials in other library collections

Selection of library materials will not be influenced by:

1. the possibility that they may come into the possession of children or young adults
2. the liability of materials to theft or mutilation

Tools used in selection include professional journals, trade journals, subject bibliographies, publishers' promotional materials and reviews from reputable sources. Purchase suggestions from library customers are welcome and are given serious consideration.

### **DONATIONS**

The library accepts donations of recent books, recorded books on CD, music CDs and DVDs. Donations should be clean and in good condition. A rule of thumb is; donate it to the library if you would give it to a friend. Also, please do not bring more items than you can carry into the library.

The library does not accept donations of old magazines, textbooks, VHS/cassettes or encyclopedias.

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All donations are accepted without condition, and immediately become the property of the library. They cannot be returned. Some donations will be added to the collection. The same criteria for inclusion in the library's collection apply to gifts as to purchased materials. The rest are sold in our book sale, donated, or disposed of by means necessary. Donations added to the collection may be subsequently withdrawn when they are worn or when their content is no longer current.

The library accepts donations between the normal operating hours.

If you need a receipt for tax purposes, one will be provided. Library staff cannot assign a dollar value to items donated, but can include a description of what is donated, i.e. 3 hc books or 12 pbk books.

Memorial gifts of books or money are also accepted with suitable bookplates placed in the book. Specific memorial books can be ordered for the library upon request granted the request meets the criteria established by the Library Board of Trustees.

### **WITHDRAWING MATERIALS**

A current, 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 Director and is authorized by the Board of Trustees.

### **POTENTIAL PROBLEMS OR CHALLENGES**

The Grantsburg Public Library recognizes 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.

### **REQUESTS FOR RECONSIDERATION**

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 policy of the Board of Trustees and the criteria for selection, it will not be automatically removed upon request. (See Addendum 1)

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## ADDENDUM 1

### **PROCEDURE REQUEST FOR RECONSIDERATION**

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 the Director or filling out a "Request for Reconsideration" form.

He/she may ask for reconsideration in the following manner:

1. A "Request for Reconsideration" form (see Addendum 2) must be completed and returned to a staff member at the circulation desk. The form will be given to the Director. The Director may respond in writing to the individual, advising him/her that there will be reconsideration of the item and enclosing a copy of the "Materials Selection Policy of the Grantsburg Public Library".
2. The inquiry will be placed on the agenda of the next regular meeting of the Grantsburg Public Library Board of Trustees.
3. The Director will then write a recommendation regarding the material in question.
4. The Director will communicate this decision, along with the reasons for it, in writing to The Board of Trustees. 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 Grantsburg Public Library. On the basis of this determination, the Board may vote to uphold or override the recommendation of the Director.

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ADDENDUM 2

**REQUEST FOR RECONSIDERATION**

The Library values your opinion. If you have an objection to library material(s), please complete this form, indicating as clearly and legibly as possible the nature of your concern. Please use the reverse side of this form if you need additional space for your answers. Once completed, this form becomes a matter of public record: (Wisconsin Statutes 19.32).

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

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

PHONE \_\_\_\_\_ (home) \_\_\_\_\_ (work)

1. LIBRARY MATERIAL(S) CONCERNED:

\_\_\_\_\_ Book \_\_\_\_\_ Visual Format  
\_\_\_\_\_ Magazine/Newspaper \_\_\_\_\_ Audio Format  
\_\_\_\_\_ Library Program/Display \_\_\_\_\_ Other

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

AUTHOR OR PRODUCER \_\_\_\_\_

3. WHAT BROUGHT THIS ITEM TO YOUR ATTENTION?

\_\_\_\_\_  
\_\_\_\_\_

4. HAVE YOU REVIEWED THE ITEM IN QUESTION IN ITS ENTIRETY? \_\_\_\_\_ YES \_\_\_\_\_ NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

## ADDENDUM 3

### 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.

1. 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.
2. 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.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.
6. 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, June 27, 1967, and January 23, 1980 by the ALA Council. Inclusion of "age" reaffirmed January 24, 1996

## ADDENDUM 4

### THE FREEDOM TO READ

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 his 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

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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 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 which 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 towards 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 which are unorthodox or 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 his idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which 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 books should be published or circulated. Publishers and librarians serve the educational process by helping to make available knowledge and ideas required

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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 man 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 which 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 literature is shocking. But is not much of life 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 which 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 idea 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 each individual must be directed in making up his mind 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

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intellectual inheritance is handed down, and the principle means of testing its 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 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.

## **Make It Kits Policy**

The library houses a variety of kits for purposes of prototyping and STEAM learning. Kits may be checked out by patrons using a library card that are age 8 and older. Cardholders must not have over \$5 in fines on their library card. Kits and kit pieces must remain in the library. Kits are available on first come, first serve bases, and are not able to be reserved.

## **Borrower's Agreement for Electronic Devices**

Individuals who wish to check out an electronic device for in library use from the Grantsburg Public Library must read, sign and return the form below. Any individuals under age 18 must *also* have a parent or guardian read, sign and return the form below to staff at Grantsburg Public Library. Signed agreements will be kept on file at the library. Electronic devices may be borrowed to individuals with a signed policy on file until the patron or the patron's parent or guardian asks the borrower's agreement be nullified.

I understand the following:

- Throughout the duration of the loan period, I will have the electronic device in my possession at all times.
- I understand an electronic device is checked out on my library record, and is solely my responsibility per the Borrower's Agreement.
- The device may not be removed from the library.

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- I may not install software on the device.
- I will return the device to the front desk and I will wait for library staff to check it in.
- I am responsible for any damage to the device and its peripherals.
- I will be liable for the costs of repairs if repairs are deemed necessary to the device.
- I am responsible for replacement costs of the device should it be lost or stolen.
- I will adhere to the Grantsburg Public Library's Borrower's Agreement and the Grantsburg Public Library's Internet and Computer Use Policy and comply with all applicable copyright and other regulations regarding the software.