

PART ONE: MISSION, VISION AND OBJECTIVES

Mission Statement: The Rice Lake Public Library connects all people to their community and the world by promoting literacy, providing opportunities for recreation, supporting lifelong learning, and ensuring free and open access to ideas.

Vision Statement: The Rice Lake Public Library is the center of community life in the Rice Lake area. It is a source of pride for local residents, most of whom make extensive use of the library's materials and facility. All people feel welcome at the Rice Lake Public Library.

The library has a large, architecturally stimulating building located in the heart of the city. People come to the library to enjoy a cup of coffee and a good book, to gather for a community meeting, to attend one of the library's varied programs, to play or have quiet time with their children, to make use of the library's state-of-the-art technology, to seek out information from a trusted source, or simply to "hang out." Making customer service a top priority, the library consistently anticipates and meets the needs of Rice Lake area residents.

Objectives: The general goals of the Rice Lake Public Library shall be:

1. To serve all residents of the community and the surrounding region.
2. To acquire and make available to all residents of the Rice Lake area the materials and services as will address their needs to a) become well informed, b) locate answers to important questions, c) cultivate the imagination and creative expression, d) develop skills for career and vocational advancement, and e) enjoy leisure by means of reading and other media services.
3. To acquire the means to provide the most frequently requested material locally and upon demand.
4. To make these materials as conveniently available to the people of the community as the library budget will permit. The standards for libraries, as adopted by the Wisconsin Department of Public Instruction's Division for Libraries, Technology and Community Learning, shall be the goal toward which the library will strive.
5. To maintain a program of service which locates information, guides reading, organizes and interprets material for people of various backgrounds, and stimulates thinking and intellectual development in individuals of any age.
6. To seek to identify community needs, provide programs and services to meet such needs, and to cooperate with other organizations, agencies and institutions that can provide programs of service to meet community needs.
7. To strive consistently to discover new methods and improvements for better service for the library's customers.

PART TWO: PATRON RESPONSIBILITIES AND CONDUCT

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; gender, 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, or violation of the library's Appropriate Library Behavior Policy or Internet Acceptable Use Agreement.

Appropriate Library Behavior Policy

Purpose: The purpose of this policy is to express the roles and responsibilities patrons have to ensure the library's physical and virtual spaces are welcoming, safe, and secure. Under section 43.52 (1) of the Wisconsin State Statutes, the Rice Lake Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons.

The Board of Trustees is committed to providing an atmosphere where people of all ages may come to use the library's collection and facilities without being unduly disturbed or impeded by other library users. If a patron is not responsive to the needs of other library users or disregards library policies, the patron will be asked to leave the building.

Specific Guidelines:

1. Any behavior that disrupts or hinders public use of the library is prohibited on library property. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, intoxication, being in the library without a shirt or shoes, and remaining in the building after regular closing hours.
2. Electronic or other types of personal equipment may be used in the library as long as this equipment does not disturb other library users. The courteous use of cell phones is permitted; however, if a ringing phone or a patron's conversation disturbs library users, staff will ask the patron to use the cell phone in the lobby or outside the building.
3. Animals, except those used to aid persons with disabilities, are not permitted in the library, unless they are part of a library-sponsored program. Animals may not be left unattended on library property.
4. Bicycles are not permitted in any library public area or entryway. Roller skating and skateboarding are not permitted in the library. Wagons and strollers may not be left obstructing a corridor, hallway, aisle, entry or exit.
5. Only persons on library business will be allowed to solicit for the sale of goods and services in the library. Salespersons may meet with authorized

- library personnel only. Exceptions may be made for library-sponsored activities and organizations affiliated with the library.
6. Taking surveys, circulating petitions, distributing leaflets and canvassing for signatures are permitted in the library only when authorized by library administration.
 7. Carrying firearms and dangerous weapons of any type (except by law enforcement officers) is prohibited. Per statute, signage is posted at all public entrances to the library.
 8. The use of tobacco products is prohibited on library grounds; this includes public spaces such as sidewalks and parking areas within 25 feet of all library entrances.
 9. A brief written report of any incident involving theft, vandalism, illegal activity or major disruptive behavior will be filed with the Library Director as soon as possible after its occurrence. The Library Director, acting on behalf of the Board of Trustees, may suspend the library privileges of any individual who willfully violates library regulations when the severity or continued reoccurrence warrants such action. The person whose privileges are suspended shall be advised in writing of the suspension and the reason for such action. The person shall be informed that the suspension may be appealed at the next regularly scheduled library board meeting.

Theft of Library Materials: Illegal conduct will be referred to the proper authorities for legal action in accordance with section 943.61 (3) of the Wisconsin State Statutes. The concealment of library material beyond the last station for borrowing is evidence of intent to deprive the library of possession of the material. An employee of the library who has probable cause for believing that a person has committed a theft in his or her presence may detain the person in a reasonable manner for a reasonable length of time in order to turn the person over to the police, or to the person's parent or guardian in the case of a minor. The detained person shall be promptly informed of the purpose for the detention, but shall not be interrogated or searched against his or her will before the arrival of the police, who may conduct a lawful interrogation.

Child Safety Policy

The Rice Lake Public Library encourages children of all ages to visit the library and hopes they will find it a warm, inviting place to be. The happiness and safety of children left alone in a public building is of serious concern. Unattended children may become frightened, anxious, or bored. Older children cannot be expected to deal with a small child who is frightened, tired, or ill. Library staff have many public duties and cannot serve as babysitters. No public place, including the library, can guarantee the safety of children.

We ask your cooperation in the following areas as we strive to make the library a safe and happy place for your child.

1. All children **4 years old and under** must be in the company of and supervised by a parent or responsible caregiver when in the library.
2. Children ages ***5-7 years old** must have a responsible caregiver in the building and available to them.
3. Children ages **8 years old and older** are responsible for their own behavior in the library and must follow library rules and regulations. Any child 8 or older who is left unattended must have a means of contacting his/her parent or guardian. The library courtesy phone is available for local calls.
4. The library staff will attempt to contact parents of children whose safety is in doubt. If parents are unavailable, the library staff will contact the police department to provide custody.
5. A child of any age who is unaccompanied by a responsible adult or a caregiver for an extended period of time (more than 4 hours or over the course of mealtimes) may be approached for information concerning his/her parent's availability.
6. All children should have the telephone number of someone who can assist them in an emergency.
7. If any child has not been picked up at closing, the Library will contact the police to provide custody.

**Grade school children of all ages are welcome to ride the school bus to the library for sponsored programs and activities, provided their parent or guardian has arranged a ride for them following the conclusion of the program. Due to the busy and sometimes chaotic nature of these events, library staff are unable to manage how and with whom a child leaves the library.*

PART THREE: SERVICES OF THE LIBRARY

The Rice Lake Public Library provides materials for information, entertainment, intellectual development, and enrichment of the people of the community. The library shall endeavor to:

1. Select, organize, and make available necessary books and materials.
2. Provide guidance and assistance to patrons.
3. Sponsor and implement programs, exhibits, displays, book lists, etc., which would appeal to children, teens, 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.

PART FOUR: MATERIALS SELECTION/COLLECTION DEVELOPMENT

Objectives

The purpose of the Rice Lake 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 Rice Lake Public Library Board of Trustees and are integral parts of the policy. The Rice Lake Public Library will not restrict access to any part of the collection to any patron holding a valid library card.

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 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.

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. The primary sources of reviews are *Library Journal*, *School Library Journal*, *Booklist*, *VOYA* and *Hornbook*.
 3. The lack of a review or an unfavorable review shall not be the sole reason for rejecting a title which is in demand. Therefore, consideration is 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.

Local Authors

1. Submitting Your Work for Rice Lake Public Library's Consideration:
Local authors, publishers and producers frequently ask us to include their work in RLPL's collection. Our professional selection staff evaluates each published work or media production according to our Materials Selection Policy.

You may send either a copy of your work for evaluation or information (please include reviews, author information and ordering details) about your book to: Local Author Submissions, 2 E. Marshall St. Rice Lake, WI. Your book will be considered for purchase. A donated copy may be added to the Local Author Shelf. Please note that review copies will not be returned.

Rice Lake Public Library generally does not add books to the general collection that have been self-published or published with a book packager.

Our region is home to many writers whose work may be featured on our Local Authors Shelf in our local history section. A single copy of a book donated by a Rice Lake area author may be added to the Local Author Shelf if the work is not selected for purchase or added to the general collection. If you do not want your donated copy added to the Local Author shelf, please indicate this when you send the item to us for consideration.

The following criteria are followed for books to be considered for the Local Author Shelf:

- The author or illustrator is a resident of the Rice Lake Region.
- Adult and juvenile books are acceptable.

- The item meets basic criteria in the Materials Selection Policy including appropriateness for a public collection and appropriateness of format for circulation.
- The library may add donated books to the Local Author Shelf, but does not purchase titles for the Local Author Shelf.
- The book is not added to the general collection or is already part of the general library collection.

2. What You Can Expect from the Library:

Through inclusion in the collection (whether in the general collection or Local Author Shelf Program) the Library assists the author's efforts to make his/her work accessible to the larger community. On occasion, further promotion may take place.

For example:

- An author may be booked to present a program at our library;
- The library may include the item in a display or on a particular subject or genre list;
- Depending on the program, flyers and/or press releases may be issued;
- Information about the author or author's work may be included in the library Newsletter or on our Social Media sites.

The Library bears no additional obligation for marketing an author's work. It is neither the role nor the responsibility of the public library to provide any of the following services for authors. Authors are fully responsible for securing these services:

- Literary agent
- Reviewer
- Proofreader
- Publisher
- Editor
- Publicist

Local authors may work directly with our programming manager to plan an appearance.

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 Rice Lake 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.

Gifts and Donations

Books, pamphlets, periodicals, audiovisual materials and other items are accepted with the understanding that the library has the authority to make whatever disposition of the materials deemed advisable. Donated items that are not added to the library's collection may be placed into the library's book sale, and proceeds will be used by the Friends of the Library to enrich library services. Items not suitable for sale will be recycled or discarded.

Staff responsible for the evaluation and selection of gift materials will base their decisions on the guidelines set forth in the collection development policy.

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 on request of a patron if the request meets the criteria established by the Board. It is desirable for gifts of or for specific titles to be offered after consultation with the library director. Book selection will be made by the director if no specific book is requested. The Rice Lake Public Library encourages and appreciates gifts and donations.

Gifts of money, real property, art objects, portraits, antiques, and other museum objects are accepted or rejected on the basis of suitability to the library's mission, décor and the availability of space for display, as well as the understanding that the library has the authority to make whatever disposition is deemed advisable, which may include sale, transfer to another agency, and so forth.

Gifts of toys or treats for children will be evaluated by staff for safety and suitability. Staff will determine whether to incorporate such gifts into the library's collection, whether to distribute them to children, or whether to discard them.

Special collections of gift books that are deemed usable may be integrated into the regular collection rather than being kept together as a separate entity. A requirement that an item receive special housing or special handling may render it unacceptable.

Requests to have materials temporarily housed in the library, when the materials are not outright gifts, will be considered on a case-by-case basis. Generally speaking, such requests will not be honored unless their benefit to the community as determined by the library director outweighs the extraordinary administrative procedures required to service them and they cannot reasonably be made available to the community through any other source.

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.

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 designated staff members, 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.

Potential Problems or Challenges

The Rice Lake 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 materials children read, view or listen to 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.

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 Rice Lake Public Library Board of Trustees.

Concerns about programs or events scheduled at the library will be handled in a manner similar to concerns about materials.

PART FIVE: CIRCULATION OF LIBRARY MATERIALS

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.

Identification is required. A driver's license or student ID is preferred, however, any other official ID or recent piece of mail not of a personal nature may be acceptable.

Applicants under 13 years of age must have a parent or guardian give their consent on the application form before a new card can be issued. Children over 13 must include the name of a parent or guardian; however, a parent or guardian's signature is not required.

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

Lost or forgotten cards

If a member loses his/her library card, he/she should notify the library as soon as possible and request a replacement. There is a charge of \$1 for a replacement card.

All members are expected to bring their library cards. In the absence of a library card, staff will allow check out of materials with a valid, government-issued ID that corresponds with the member's information on file.

Loan periods

1. Most books check out for three weeks. New fiction books check out for two weeks.
2. Generally, reference books do not circulate. Upon request, some reference materials may be checked out overnight.
3. Interlibrary loans are due the date indicated by the lending library.
4. Music CDs and audiobooks check out for three weeks.
5. EReaders check out for three weeks.
6. Periodicals and DVDs may be checked out for one week.
7. The electric usage meter, flipvideo cameras, and tablets check out for one week.
8. Most materials can be renewed twice unless there is an outstanding hold for the item.
9. The overhead, digital, and slide projectors can be rented for 24 hours and can be reserved in advance.

The director may establish the loan period for special collections, materials which are temporarily in great demand, such as for student projects, or materials added to the collection which are in a new format, e.g., computer software.

Limits

There is no limit on the number of books, DVDs, Videogames, CDs, or magazines that can be checked out.

Computers and tablets are limited to one per cardholder.

Holds

Holds may be placed by patrons either in person, over the phone, or via the online catalog. Patrons will be notified by phone, email, or mail when the item is available for checkout. There is no charge to the patron for placing a hold or for interlibrary loan services.

Fines and charges

Fines for overdue adult books accrue at a rate of 10 cents per day. Fines for overdue adult DVDs and Videogames accrue at a rate of \$1 per day. The maximum overdue fine is \$5 on a book, audiobook or music CD, \$5 on a DVD, and \$1 on a magazine.

Children and teen materials do not accrue overdue fines. Lost or damaged children and teen materials will be billed according to policy.

Fines for iPads accrue at a rate of \$10 per day with a maximum overdue fine of \$100, eReader fines accrue at \$1 per day with a maximum overdue fine of \$25.

An automated notice is sent after the material is due. If the material is not returned following this first overdue notice, a second notice will be sent. If the material still is not returned, the borrower will be sent a bill for the replacement cost of the material.

A refund will be issued if a patron returns an item in good condition, accompanied by the original receipt issued by the library, within 30 days of paying for the item.

Patrons who have \$10 or more in outstanding charges on their account shall be denied borrowing privileges except for those items that only circulate within the building. Patrons may restore access to Rice Lake circulating materials if they have arranged a payment plan for their fines and fees..

Damaged materials

If materials are returned with damage, library staff members shall assess damage charges in accordance with the following guidelines.

1. Book less than 3 years old and/or with fewer than 6 circs
Replacement cost
2. Book more than 3 years old and/or with more than 6 circs
½ of the replacement cost
3. Leased book less than 3 years and/or fewer than 6 circs
Replacement cost
4. Leased book more than 3 years and/or more than 6 circs
½ of the replacement cost
5. DVD with fewer than 18 circs
Replacement cost
6. DVD with more than 18 circs
½ of the replacement cost
7. Music CD with fewer than 18 circs
Replacement cost
8. Music CD with more than 18 circs
½ of the replacement cost
9. Disc from audiobook
\$5 per disc
10. Equipment such as Laptops, eReaders and Tablets will be charged the full current replacement cost.

Appeal of library charges

Patrons who feel they have been charged unfairly or incorrectly will be asked to fill out an appeal of library charges form. A staff member will make a decision on the appeal and notify the patron by phone or in writing. If the patron is not satisfied, he or she may appeal the decision to the library director and ultimately to the Library Board of Trustees if necessary.

Confidentiality

Wisconsin State Statute 43.30 and the Rice Lake Public Library protect the privacy of library users. Confidentiality extends to information sought or received, and materials consulted, borrowed, or acquired. It also includes database search records, reference interviews, interlibrary loan records, and all other personally identifiable uses of library materials, facilities, or services, except records produced by a Library surveillance device. The Rice Lake Public Library abides by state statute.

The Rice Lake 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 rights of our library users.

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 a Rice Lake 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.

PART SIX: REFERENCE AND READER'S ADVISORY

Purpose

The Rice Lake Public Library provides reference and reader's advisory service to help people find information, select library materials, and use library and other information resources. Staff responds to varied information needs using the library's collections to the fullest extent possible and identifying sources beyond the library whenever necessary. Staff uses professional judgment to assess needs and provides information, assistance, or instruction appropriate to individual requests.

Guidelines

1. Staff replies to all requests for information and will accept questions in person, over the phone, by fax, via postal mail, e-mail, and social media sites.
2. While most requests for assistance will be provided on a first-come, first-served basis, priority will be given to in-person inquiries.
3. In providing information, staff will use professional judgment while avoiding personal interpretation and recommendations. Sources are always provided.
4. Staff may set reasonable limits on the amount of time and level of response given to patron requests for information. Simple requests for information can usually be answered fully. More complex questions may require that patrons participate in finding needed information, with staff providing guidance and assistance. Patrons doing in-depth research or needing extensive individual guidance in either materials or technology should expect to receive professional assistance, direction, and library instruction, but will be expected to conduct the actual research themselves.
5. Staff may refer library users to other agencies and libraries in pursuit of needed information.

6. Staff is not limited to the library's printed resources, but also may consult appropriate digital resources as well as the regional resource library and other agencies by telephone in pursuit of "ready reference" information.
7. Reference and reader's advisory service complies with copyright and other applicable restrictions in the use of library materials.
8. Reference transactions are confidential under Wisconsin Statute 43.30.

PART SEVEN: PROGRAMMING AND PUBLIC RELATIONS

Programs and Events

Library programs and events are offered to make the library more enticing to people of all ages, to encourage them to visit the library and to develop a love of books, reading and libraries. Selection of library program topics, speakers, courses, classes and resource materials will be made by library staff on the basis of the interests and needs of library users and the community.

Programming includes such activities as storytimes, craft activities, movie showings, the summer library program, book discussion groups, author visits, and informational or entertaining speakers and performers.

The Board of Trustees recognizes that programs are an integral part of library service to the community. In conjunction with the library director, the board will establish a budget and goals for programming to facilitate the effective implementation of this service.

In planning programs, the library will follow the American Library Association's "Freedom to View" statement. Selection of a work does not constitute or imply agreement with or approval of the content. Library programming will not exclude topics, books, speakers, media and other resources because they might be controversial.

Policy on Photographs Taken in the Library

Children and adults participating in the Rice Lake Public Library's programs may be photographed by newspaper or television reporters/photographers, library staff members or others involved with the program.

These photographs may appear without compensation in news publications or productions, on the Web, or in printed or electronic materials related to the role and function of the Rice Lake Public Library.

Adults who do not want to be photographed or parents who do not want their child photographed should notify staff.

Public Relations

The public relations goals of the Rice Lake 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.

The Board of Trustees 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.

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, television, or online will be approved by the director.

PART EIGHT: MEETING ROOM

The library's meeting room is a community asset, and the library board wishes to encourage its use by community groups when it is not in use for library functions. Therefore, the meeting room will be available for use by local community groups subject to the guidelines established below. The Library Board and staff do not assume any liability for groups or individuals attending a meeting in the Library. The fact that a group is permitted to meet at the Library does not in any way constitute an endorsement of the group's policies or beliefs by the library staff or board. Alcoholic beverages are prohibited. Adults must be present for children's gatherings. Requests for use of meeting room shall not be permitted or denied based on religious, racial, social, political or economic status; or mental, emotional or physical condition; or age, gender, or sexual orientation.

I. Uses of the Meeting Rooms

The meeting room may be used for free for programs sponsored by nonprofit, educational, and cultural agencies, governmental units, and community service agencies. Local commercial enterprises and private citizens will be able to rent the meeting room.

1. The commercial use fee for the Friendship Room (larger room which holds up to 150 people) will be \$30 for a half-day or any fraction thereof, or \$60 for a whole day.
2. The commercial use fee for the Bottom Shelf Room (smaller room which holds up to 20 people) will be \$20 for a half-day or any fraction thereof, or \$40 for a whole day. These fees will include the use of the kitchen in the staff room. An additional clean-up fee of \$25/ hour will be

- charged to any organization that fails to leave the meeting room clean and arranged in the same way as it was before the meeting.
3. The private use fee for each room will be \$20/ hour with a 2 hour minimum. This fee will apply to any use for private social gatherings including but not limited to birthdays, showers, craft gatherings, and parties. An additional clean-up fee of \$25/ hour will be charged to any organization or private group that fails to leave the meeting room clean and arranged in the same way as it was before the meeting or gathering.

II. Meeting Room Priorities

Regular meetings in sequence will be allowed only if they fall under priorities 1 or 2 listed below. Organizations that fall under other priority levels must book their next meeting the day they show up for their current meeting.

Priority 1

Any part of the library's own program or programs in which the library is a sponsor, participant or cooperating agency. Such programs include storytimes, book discussion groups, library special events, and Friends of the Library meetings.

Priority 2

ETN workshops and other educational programs sponsored by UW-Extension, educational institutions, and other organizations having outreach educational and informational programs that are granted Library Board approval.

Priority 3

Meetings of local government agencies.

Priority 4

Meetings of local nonprofit organizations, service agencies supported by community funds, and monthly meetings of various community organizations. These meetings must be open to the public.

Priority 5

Local commercial enterprises. These events must be information in nature and not for the purpose of selling a product or service.

Priority 6

Private space rental for social gatherings. These events must understand that the current layout of the building includes workspaces that are only accessible through the meeting rooms. The library is not responsible for providing security or for managing the privacy of the function.

The meeting room may not be used for:

1. Any purpose that, in the opinion of the Library Board, may interfere with the normal use of the library.
2. Fund-raising purposes, except for training and informational programs of community service agencies.
3. Programs whose purpose is the sale, advertising, or promotion of products or services.
4. A return engagement by a group that has abused the facility in the past.
5. Meetings of children or teens without an adult supervisor present.
6. Meetings in which attendance will exceed 150 people in the Friendship Room and 20 in the Bottom Shelf Room.
7. The name or address of the Rice Lake Public Library may not be used as the official address or headquarters of any organization.

PART NINE: DISPLAYS AND EXHIBITS

As an educational and cultural institution, the Rice Lake public Library welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, art work, collections, historical material, nature study, or any other material deemed of general interest may be exhibited. The library director shall accept or reject material offered for display in accordance with suitability and availability of space.

The library assumes no responsibility for the preservation, protection, or possible damage or theft of any items displayed or exhibited. All items placed in the library are done so at the owner's risk. Owners shall sign a library display and exhibit release. Individuals or groups that wish to have displays and exhibits in the library will be responsible for setting them up and taking them down at the agreed-upon dates.

The main area available for public display is the glass case provided by the Friends of the Library. This case is a Friends of the Library project, with a member of the Friends responsible for booking displays that rotate monthly. Walls and/or meeting room space may be used for short-term displays at the discretion of the library director.

PART TEN: BULLETIN BOARD

The wall area in the Marshall Street lobby is available for the public to use for notices of educational opportunities as well as events and meetings open to the public. Staff has the right to remove outdated notices and notices that do not fall within the above guidelines. All notices must be cleared with a member of the library staff before posting.

The locked bulletin board is exclusively for the posting of library events, meetings and news.

PART ELEVEN: INTERNET USE

The Rice Lake Public Library is providing access to the Internet as a means to enhance information resources 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.

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 Rice Lake Public Library has no control over the content found there. The library will not censor access to material nor protect users from offensive information. The library is not responsible for the availability and accuracy of information found on the Internet. Parents of minor children should be aware that as with all other library materials, their child's card offers access to this wide array of content.

While the public computers at the Rice Lake Library are protected from viruses by current virus protection software, complete safety from viruses and other hacker related issues cannot be guaranteed.

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.

Internet Acceptable Use Guidelines

1. All users of electronic information resources are expected to use these resources in a responsible manner, consistent with the educational and

informational purposes for which they are provided. These resources are not to be used for unauthorized, illegal, or unethical purposes.

2. All users must agree to the Internet Policy every time access is granted. If computers are shared all users must indicate their willingness to comply with the policy.
3. As with other library materials, it is the responsibility of the parent or legal guardian to determine and monitor their children's use of the Internet.
4. Patrons' time on the public computers is managed by an automated system. Patrons have the option of reserving time in advance or using the computers on a first-come, first-served basis. Patrons are guaranteed 30 minutes per day on the public computers, with the possibility of extending their time to a maximum of 90 minutes per day if no one else is waiting to use the computers.
5. No more than two people may use the Internet computers at the same time without special permission by library staff. The second person must have the consent of the person whose time was originally scheduled.
6. Black and white printouts cost 15 cents per page, 25 cents per page for black-and-white copies on any specialty paper provided by the library and color printouts cost 50 cents per page. In accordance with state law, sales tax is charged on printouts.
7. Patrons should not misrepresent themselves via access codes, passwords, or signature
8. The privacy of others using the computers must be respected.
9. No altering of computer hardware or software is allowed.
10. Patrons must abstain from the deliberate propagation of computer worms and viruses.
11. Users cannot send, receive, or display inappropriate materials, defined as text or graphics that may reasonably be construed as obscene.
12. Library staff will try to assist patrons needing help on the Internet. However, staff members working at the public desk are unable to provide extensive training because they must be available to assist other library patrons.

13. Library staff members will attempt to troubleshoot problems with the library's Internet computers. However, problems with accessing websites can sometimes be outside of the library's control.
14. Violation of the Internet Acceptable Use Guidelines will result in suspension of Internet privileges.

Social Media

Social media are defined as any web application, site, or account created and maintained by the Rice Lake Public Library (RLPL) which is an environment for library staff and library customers to share opinions and information about library related materials and activities. We encourage comments and we recognize and respect differences of opinion. Comments may, however, be blocked, edited, or removed if they contain:

1. Obscene, profane, or sexual content
2. Conduct or encouragement of illegal activity
3. Information that may tend to compromise the safety or security of the public or public systems
4. Content that violates a legal ownership interest of any other party
5. Personal attacks, insults, or threats
6. Potentially libelous statements
7. Organized political or religious activity or proselytizing
8. Private, personal information published without consent or about a minor
9. Content or hyperlinks unrelated to the forum
10. Commercial promotions or spam
11. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, ancestry, national origin, age, sex or gender, handicap or disability, arrest or conviction record, marital status, sexual orientation, military service, or the use or nonuse of lawful products outside of the workplace
12. Images or sound recordings related to any of the above

Your submission of content constitutes your acceptance of these guidelines and your agreement to indemnify RLPL and/or the City of Rice Lake, its employees and officers, from and against all liabilities, judgments, damages, and costs (including attorneys' fees) incurred by any of them which arise out of or are related to the posted content.

Neither RLPL nor the City of Rice Lake is obligated to take any actions as described above and neither is responsible or liable for content posted by any user. Users should recognize that their comments are being published in a public space available to anyone. There are no private postings.

Any content posted on the library's website is a public record and is regulated by the Wisconsin State Public Records Law.

WIFI

WiFi (short for Wireless Fidelity) provides Internet access to persons using a wireless capable device. This free service provided by the Rice Lake Public Library is available 24 hours a day, 7 days a week. Patrons who use their own hardware for email and Internet access free up library computers for people who vitally need this service. Time limits imposed on the library's public access computers do not apply to wireless users.

Technical Requirements

Patrons need a notebook/laptop computer or other wireless device with 802.11b or 802.11g wireless networking. Individuals need to know how to use their wireless device's configuration software to connect to the wireless network. Due to liability issues, library staff members are not allowed to configure patrons' laptops or handheld computers or install any devices or software on those computers.

Assistance

Library staff members will assist with basic troubleshooting in establishing a wireless connection. However, staff members are not able to provide technical assistance with hardware, and no guarantee can be made that patrons will be able to make a wireless connection.

Computer Use Policy

Those choosing to use the Rice Lake Public Library's WiFi service are subject to the responsibilities and limitations outlined in the library's computer use policy. The library reserves the right to end an individual's WiFi session when his/her computer use creates an atmosphere inappropriate for a public library setting, or when the individual is otherwise in violation of the library's computer use policy.

Security of Data

The Rice Lake Public Library's wireless network is not secure. Information sent to and from a WiFi device may be captured by anyone else with a wireless device and appropriate software. Virus, security and privacy protection are not provided by the library. Responsibility for the safety and security of an individual's data files, computer or other wireless device configurations and all personal equipment rests with the individual and will not be assumed by the library.

Limits of Access

WiFi users may access the library's air printer for a cost of \$.50 per page plus appropriate sales tax. Access to the library's electrical outlets may be limited.

PART TWELVE: EQUIPMENT USE POLICY

Printers

Black-and-white and color printing are available from the library's public use computers. Black-and-white prints cost 15 cents per page, 25 cents per page for black-and-white copies on any specialty paper provided by the library, and color prints cost 50 cents per page. Sales tax is charged on all printouts. Patrons are responsible for ensuring that they do not print unwanted pages, and they are charged for each page printed.

Photocopier

A photocopier is available for public use. Charges are 15 cents per page for black-and-white copies on 8 ½ X 11 paper and 25 cents per page for black-and-white copies on any specialty paper provided by the library, and 50 cents per page for color copies. Sales tax is charged on all photocopies. Two-sided copies are twice the charge of single-sided copies.

Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

FAX Machine

The library's fax machine is available for public use, subject to the following fees:

- Sending to anywhere in North America: \$1.00 per page
- Sending to all other international numbers: \$5.00 per page
- Receiving fax transmissions: 15 cents per page

***Process**

This policy is reviewed by the Library Director (or designee) every two (2) years,

who then makes recommendations to the Board of Trustees. The Board reviews and revises as necessary.

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ⁱ Reviewed updated and approved by the Rice Lake Public Library Board of Trustees February 11, 2014