

# **Lester Public Library of Rome**

## **General Policy**

**Lester Public Library of Rome  
1157 Rome Center Dr.  
Nekoosa, WI 54457**

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## **I. MISSION AND GOAL STATEMENT**

- A. The mission of the Lester Public Library of Rome is to provide quality, high-interest materials and services which fulfill educational, informational, and recreational needs of our community and surrounding areas.
- B. The general library goals of the Lester Public Library of Rome are:
  - 1. To acquire and make available to all residents of the above areas such books, periodicals, and most frequently requested material.
  - 2. To place special emphasis on materials and services for children and adults that encourages a lifelong interest in reading and learning.
  - 3. To integrate new technology with traditional library resources.
  - 4. To strive consistently to discover new methods and improvements for better service for the library's patrons.
  - 5. To develop a long range plan to meet the growing needs of the Rome Library and the Rome Community.
  - 6. To review annually the goals of the Lester Public Library of Rome and revise them according to need.

## **II. WHO MAY USE THE LIBRARY**

- A. This library will serve all residents of the community and surrounding area according to the state statutes and contracts. Service will not be denied or abridged because of religion, race, creed, and economic or political status; or because of mental, emotional or physical condition; age; or sexual orientation.
- B. The use of this library may be denied for due cause. Such cause may include, but not be limited to the failure to return library materials, or to pay penalties for overdue, lost or damaged materials, destruction of library property, disturbance of other patrons, or any other illegal, disruptive, or objectionable conduct on the library premises or at any other library.
- C. Any minor is eligible to receive a card. Applicants 17 years of age and under are required to obtain parental or guardian's signature on the card application. If the signing adult has a card, it must be free of suspensions. A child that resides in two households may hold one Library Card. The parent or guardian of the household of primary residence provides address verification and photo ID.

### **III. PATRON RESPONSIBILITIES AND CONDUCT**

- A. It is the patron's responsibility to maintain necessary and proper standards of behavior in order to protect the individual's rights as well as the rights and privileges of other patrons. If a patron creates a public nuisance, that patron may be restricted from the library and from the use of the library facilities. Those who are unwilling to leave or do not leave within a reasonable amount of time, after being instructed to do so by the staff, will be subject to law enforcement. For more details please reference *APPENDIX P: APPROPRIATE LIBRARY BEHAVIOR POLICY*.
- B. Young children under six must be accompanied by a parent or designated responsible person while in the library. All disruptive children will be asked to leave the library after a second warning. The parent or guardian will be called and the child will be asked to wait in the foyer until the parent or guardian arrives.

### **IV. OPERATIONS**

**HOURS:** Monday, Wednesday, and Friday 10 – 5 p.m.; Tuesday & Thursday 10 – 7 p.m. & Saturday 9 – 2 p.m. except on holidays as set by the Library Board of Trustees.

#### **REGISTRATION:**

New patrons must fill out an application form to register for a library card. A photo ID and proof of local address must be presented. Applicants under age 17 must have their parent or guardian's signature and a photo ID and proof of local address must be presented. All borrowers must be registered and must have a valid library card to borrow library materials.

#### **CIRCULATION:**

A valid library card is mandatory for checkout of available library materials.

1. Four (4) week loan period: books, audio books
2. One (1) week loan period: non-current periodicals, games, music CD's
3. One (1) week loan period: fiction or nonfiction videos & DVD's
4. One (1) week loan period: most reference materials. Some may be used only in the library and not available for checkout.
5. Two (2) renewal periods will be allowed for each library material available for checkout, unless on reserve for another patron.

## **FINES/CHARGES FOR OVERDUE, LOST OR DAMAGED MATERIALS:**

Overdue fines are \$.05 a day on all print and audio books. Overdue fines for reference materials are \$.25 a day. Overdue fines for videocassettes and DVD's are \$2.00 a day. The maximum fine charge per item is \$6.00. There is a limit of any combination of six (6) videos or DVD's per family.

Patrons are responsible for returning all material in a timely manner. The staff will make one reminder phone call, or an email notification. If no response is received, an overdue notice will be mailed to the patron and finally a bill will be sent if there is no further response. Worse case scenario, the local authorities will be asked to collect the materials from the patron's residence. If the material(s) is not returned and/or in unusable condition within a designated period, a bill will be sent for the replacement cost. Patrons will be denied borrowing access if charges in excess of \$10.00 exist. Borrowing privileges will be limited to those patrons with fines due under \$10.00. Privileges will be determined by the library staff.

If a parental/guardian library card is blocked solely due to accumulated unpaid fines, any minors in the household will be allowed to get a Restricted Library Card (i.e. 2 books). However, if a parent/guardian's card is blocked because of outstanding unreturned materials, the materials must be returned or the replacement cost paid before any minor in the household is issued a card.

## **THEFT:**

Whoever violates *Wisconsin State Statutes 943.61* – Theft of library material is guilty of a Class A misdemeanor if the value does not exceed \$500, a Class E felony if the value exceeds \$500 but not \$2,500, a Class C felony if the value exceeds \$2,500.

## **LOST LIBRARY CARDS:**

Replacement cards are issued for a \$5.00 fee.

## **RESERVES/INTERLIBRARY LOAN SERVICES**

Reserves may be requested by patrons in person, online, email, or via telephone for materials or interlibrary loan services.

## **CONFIDENTIALITY:**

As specified in *Wisconsin State Statutes 43.40*, “records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library’s documents or other materials, resources or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, or to libraries authorized under subs. (2) and (3).” The Lester Public Library of Rome adheres strictly to all sections of this State Statute and Wisconsin State Laws regarding the protection of the confidentiality of its users (see *Appendix K*).

## **V. COMPUTER INTERNET USE POLICY**

The Lester Public Library of Rome is providing access to the Internet as a means to enhance the information and learning opportunities for the citizens of the library’s service area. The Board of Trustees has established the Internet Use Policy and the Internet Use Agreement form to ensure appropriate and effective use of this resource. See *Appendix H* for specific guidelines of use. See *Appendix M* for Wireless Internet policy.

### **COMPUTER ACCESS/COPY & FAX MACHINE USE:**

Use of the computer is available on a first-come, first-served basis. Patrons must also adhere to the guidelines set out in the Internet Use Policy and Internet Use Agreement (*Appendix H*). There is no charge for computer use. Printers, copy machine and fax machine are available for use at a suggested donation (see *Appendix C*). The library staff is available for assistance with the computers, copy machine and fax machine. Users are advised of restrictions on copyrighted material and violations via a public posting of copyright law (Title 17, US Code). The responsibility lies in the hands of the user(s). Users are responsible for knowing how to configure their own equipment in the case of wireless internet use. The library cannot be responsible for any changes you make to your computer’s settings.

## **VI. SERVICES OF THE LIBRARY**

- A. This library provides materials and resources for information, entertainment, intellectual development, and enrichment of the people of the community. This library endeavors to:
- Select, organize, and make available books and materials either locally or through the interlibrary loan service as requested.
  - Provide guidance and assistance to patrons and providing services for those with special needs.
  - Develop programs, exhibits, displays, book lists and services which appeal to various age groups.
  - Cooperate with other community agencies, organizations, and libraries, but not perform the function of school or institutional libraries.
  - Provide service during evening and weekend hours to meet the needs of the community.
  - Regularly review library services being offered.
  - Use media and other public relations mechanisms to promote the full range of available library services.

## **VII. MATERIALS SELECTION/COLLECTION DEVELOPMENT POLICY**

The purpose of the Lester Public Library of Rome is to provide all individuals in the community with carefully selected materials to aid the individual in the pursuit of education, information, research, pleasure and the creative use of leisure time. The library must have a selection policy due to the volume of published materials as well as limitations on the library's budget. The Library Bill of Rights (*Appendix D*), the Freedom to Read Statement (*Appendix E*), and the Freedom to View Statement (*Appendix F*) have been endorsed by the Lester Public Library of Rome Board of Trustees and are integral parts of this policy. This policy will be reviewed as the need arises. Responsibility for selection of library materials rests with the Library Director who operates within the framework of the policies determined by the Library Board of Trustees. The Director has the authority to select or reject any item contrary to the recommendations of the staff.

## **CRITERIA FOR SELECTION OF PURCHASED OR DONATED MATERIALS:**

The following points are considered in the selection of materials: individual merit, popular appeal or demand, suitability of material for the clientele, existing library holdings and budget. Reviews are a major source of the selection of new materials. The lack of a review or an unfavorable review shall not be the sole reason for rejecting the material that is in demand. Materials are judged on the basis of the work as a whole, not on a part taken out of context. Consideration is given to requests from library patrons as well.

The Lester Public Library of Rome Library encourages and appreciates gifts and donation of money and materials. Acceptance of these is with the understanding that the materials will be added to the collection only if appropriate and needed, and that the Director may sell or dispose of materials not needed because of duplication, condition, or dated information. Consultation with the Director may be necessary before specific material may be accepted. By law, the library is not allowed to appraise the value of donated material, though it can provide an acknowledgment of receipt of the items if requested by the donor. Donated materials are also subject to the same withdrawal criteria of all other library materials, even if they have bookplates in them.

## **WITHDRAWAL/WEEDING:**

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process and based on the CREW method. Replacement is dependent on current demand, usefulness, recent acquisitions, and availability of newer editions. Weeding is the responsibility of the Director and is authorized by the Library Board of Trustees.

## **CHALLENGED MATERIALS:**

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. The responsibility for what a child reads or views rests with the individual's parents or legal guardians. Although materials are carefully selected, differences of opinion can arise regarding suitable materials. Patrons requesting specific materials be withdrawn from or restricted within the collection may complete a "Statement of Concern about Library Resources" form which is available in the library (*Appendix G*).



## **CHALLENGED MATERIALS (cont'd):**

The Director will first attempt to resolve the issue with the patron while also informing the Library Board of Trustees. A follow-up letter to the patron will be sent to the patron informing the action taken on the issue in question. If the Director's attempt to resolve the issue is not accepted by the patron, the Director will place the inquiry on the agenda of the next regular meeting of the Lester Public Library of Rome Board of Trustees. The Library Board of Trustees will then decide the action to be taken on the inquiry in question.

## **VIII. RESPONSIBILITIES, DUTIES, AND AUTHORITIES OF LIBRARY BOARD TRUSTEES**

According to Wisconsin Statutes 43.58 the Lester Public Library of Rome Board of Trustees will be composed of 7 members with appointments made by the Rome Town Board for three-year terms, which may be extended with Library Board and Rome Town Board approval. One member shall be a school district administrator or the administrator's representative. Only one member shall be a member of the municipal governing body. For additional information see Appendix A: Bylaws of the Library Board.

### **A. BILLS FOR APPROVAL**

Bills for approval are received into the library and looked over by the Library Director. The Director then presents the bills to the designated Board member for a signature. Bills are then coded by the Director and sent to the Town for payment. Bill amounts are listed and sent to all library board trustees for final approval at each board meeting.

### **B. Credit Card Policy**

Any credit card issued to the Lester Public Library of Rome will be used by the Library Director for purchases for the library only and not personal use. For billing purposes, the receipts should be cross referenced against the billing statements. All credit card bills should be handled in the same manner as all other library related bills and should coincide with *Section VIII: A* of the Lester Public Library of Rome General Policy.

## **IX. PERSONNEL POLICY**

The Library Board shall select, appoint, and when necessary for valid reasons, dismiss the Director of the library. The Director will be responsible to the library board in matters pertaining to and concerning the library. The Director will be present at monthly board meetings, preparing and presenting reports as requested. The Director will maintain financial records in an efficient manner, present monthly reports to the Library Board and to the Town of Rome Town Board, and prepare annual budgets to be presented to the Town Board by the president of the Library Board and the Director. The Director will educate the staff and volunteers on matters of board policy. If necessary, special meetings will be held for this purpose. The Director will have the responsibility for collection development for all materials in the library. This includes selection, ordering, processing, withdrawing, and the inventory of the collection according to the guidelines in the policy. The Director will be charged with the sole administration of the library. *See Appendix B for Job Descriptions.*

The Director is an at-will employee and abides by the personnel policy set forth by the Town of Rome. The Library Board determines the wages and salary for library personnel.

The Director and the staff attending continuing education opportunities to aid the library will be allowed expenses at the discretion of the Library Board according to the amount appropriated in the budget. The Director, staff, and trustees are encouraged to attend and participate in continuing education activities.

Library employees will follow the Staff Cell Phone Policy as directed (Appendix R) during normal working hours.

## **X. VOLUNTEERS AND FRIENDS**

The Lester Public Library of Rome Board of Trustees encourages individuals and groups to volunteer time and talent in the service of the library. In appreciation of volunteer services, the library acknowledges the need to organize volunteer activities and provide for appropriate recognition. The Friends of the Lester Public Library of Rome is a formal association of individuals who unite to plan, and execute in conjunction with library goals and the needs of the library, programs and events that will benefit the library.

This group serves at the pleasure of the Library Board which is the only body with legal authority to set policy for the development of the library. Ex-officio representation from the library board is encouraged to join the Friends of the Library. The Friends of the Lester Public Library of Rome function under their own By-laws and serve as an organization that assists the library in numerous tasks.

## **XI. DISPLAYS AND EXHIBITS POLICY**

As an educational and cultural institution, the Lester Public Library of Rome welcomes exhibits and displays of interest, information and enlightenment to the community. The Director shall accept or reject material offered for display based on its suitability and availability. The library assumes no responsibility for the preservation or protection, and assumes no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk.

## **XII. BULLETIN BOARD POLICY**

The bulletin board may be used for community sponsored programs, non-profit or charity organizations. The library does not accept commercial, political, campaign, personal or employment advertisements. All items are subject to the approval of the Library Director or a designee of the director. All items require the name of the sponsoring agency, the name of a contact person and their phone number. Anyone may appeal such approval/disapproval in writing to the Library Board of Trustees. The decision of the Library Board of Trustees is final.

## **XIII. REVIEW AND REVISION OF LIBRARY POLICIES**

The preceding statements of policies of the Lester Public Library of Rome will be subject to review and needed revision at least every two years by the Library Board. Individual policies will be reviewed or added as needed.

Approved December 7, 2004

Revised July 11, 2012

Revised March 15, 2013

Revised September 11, 2014

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President, Library Board of Trustees

Library Director

Date