

**Schreiner Memorial Library
Board of Trustees
Bulletin Board and Distribution of Literature Policy**

Philosophy and Purpose

As part of its mission to provide information for the community, the library will post notices of events and services of interest to the public. The library will also allow the distribution of pamphlets, brochures and similar information pieces. Posting of a notice or placement of materials for display does not imply endorsement by the library staff or Board of Trustees.

Posting Priorities

Because of limited space in posting areas, there may not be room to post or display every notice or piece of literature brought to the library. Priority will be given to:

1. Information about area cultural events.
2. Information or literature about educational services and events.
3. Announcements of programs and other activities by non-profit organizations.
4. Other announcements and literature, with those of a commercial nature by for-profit organizations receiving the lowest priority.
5. Religious and political materials are permissible only for informational purposes or special events; materials which have the primary effect to proselytize for a single point of view will not be displayed.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 21st day of July, 2004 and reaffirmed the 14th day of November, 2007, the 21st day of March, 2012, and the 14th day of January, 2015.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Circulation and Fee Policy**

Philosophy

The Library Board balances the Library's function of supplying information with the need to monitor and retrieve materials so they are available for others. The Board seeks to put as few restrictions as possible on the flow of information, while protecting the community's Library resources.

Library service is available without discrimination to individuals and groups of every age, gender, race, lifestyle or human condition. Persons who are not eligible borrowers of library materials are welcome to use materials and equipment within the library.

Consistent with State law, as well as the philosophy of the Board of Trustees, basic library service is free for the inhabitants of the library's service area. The only fees charged by the library are overdue fines, charges for lost or damaged materials or library cards, copying and printing charges, and sale of discarded items.

Eligible Borrowers

1. Residents of the area encompassed by the Southwest Wisconsin Library System.
2. A resident of any other City or County in Wisconsin with which the Southwest Wisconsin Library System has a reciprocal borrowing agreement and who has a valid library card from the library serving their permanent residence.
3. Schreiner Memorial library cards are issued to all school children entering the second grade. Younger children must use a parent's card.
4. The Library honors any card issued by another Library within the Southwest Wisconsin Library System except library-specific out of state cards. Borrowers from a library which is not a member of the System's shared automation system are issued a Schreiner Memorial Library card.
5. Out of state residents may obtain a Schreiner Memorial Library Card (no ILL or database access) for \$20 per year. Out of state residents who wish to obtain a system card (includes ILL and use at all SWLS libraries) may do so for \$120 per year. Out of state residents do not have access to the Wisconsin Digital Library.

Library Registration

1. Eligible borrowers who do not have a library card must complete a registration form.
2. An individual under 18 years of age must have his/her registration form signed by a parent or guardian.
3. The library card owner (or, in the case of minors, the owner's legal guardian) is responsible for any materials or fees associated with that card.

Library Card Expiration Date

1. A library card expires five years from the date of issue except for out of state cards, which expire annually.
2. A new card may be issued without charge following the expiration date. A card in good condition need not be replaced.

Lost or Damaged Library Card

1. There is a \$1.00 charge for replacement of a lost or damaged library card.

Loan Periods

1. Books 2 weeks
2. DVDs/BluRays 1 week
3. Magazines 2 weeks
4. All other 2 weeks
5. Extended loans may be granted by the Library staff for special circumstances.

Borrowing Limits

1. DVDs/BluRays 10
2. Audio Books 10
3. Video Games 2
4. All other No limit
5. Limits may be modified or waived by the Library staff for special circumstances.

Renewals

1. An item owned by Schreiner Memorial Library may be renewed as long as it has not been requested by another patron. The Library staff may at its discretion limit the number of renewals. In general, renewal limits are:
 - a. Books 2 renewals
 - b. DVDs/BluRays 1 renewal
 - c. Audio Books 2 renewals
 - d. Video Games: No Renewals
2. Interlibrary loan renewals are limited based on owning library policy. Renewal limits set by owning libraries must be honored.

Miscellaneous Circulation Policies

1. Reserve collections for in-library use or overnight loan may be created by the staff for large class assignments and similar circumstances.
2. Homebound patrons receive flexible loan periods and fine amnesty.

3. Claimed returns are accepted and noted on patron records; repeated claims may be subject to review and action by the staff.

Fines for Overdue Materials

Fines accrued on items checked out from other SWLS libraries are subject to those libraries' fine schedules. Fines accrued on interlibrary loan items checked out at Schreiner Memorial Library are subject to Schreiner Memorial Library fine schedules.

1. The fine for all items is \$0.05 per day.
2. Fines may be charged for all days, including days the Library is not open.
3. The maximum fine to be charged on any one item is \$2.00.

Charge for Damaged Items

Damage to any material is charged at the discretion of the Library staff, not to exceed the original cost of the item.

Lost Items

1. Patrons who lose items are charged the original cost of the item.
2. If no record of original cost exists, a flat rate of \$10.00 for adult materials and \$5.00 for children's materials is charged. Library staff has the discretion to modify these amounts for special circumstances.

Potential Loss of Borrowing Privileges

Patrons with unresolved fines and other charges, unreturned library materials, or repeated damage to library materials from this or another SWLS library may be denied borrowing privileges until such charges are paid or materials returned. The library staff makes that determination on a case by case basis.

Miscellaneous Fees

- | | |
|------------------------|--------|
| 1. Photocopies: | |
| a. 8 1/2 x 11 | \$0.10 |
| b. 8 1/2 x 14 | 0.15 |
| c. 11 x 17 | 0.20 |
| d. Two-sided | 0.15 |
| 2. Microfilm copies: | \$0.10 |
| 3. Computer printouts: | |
| a. Black & White | \$0.10 |
| b. Full Color | 0.25 |

Items and Materials For Sale

- | | |
|---------------------------|------------------------|
| 1. Hardcover | \$0.50 |
| 2. Paperback | \$0.10 |
| 3. Media (CDs, DVDs, etc) | \$0.50 |
| 4. Magazines & Newspapers | Free |
| 5. Bag of books | \$1.00 |
| 6. Other items | As designated by staff |

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 11th day of February, 2004, revised on the 16th day of January, 2008, the 9th day of March, 2011, the 11th of February, 2015 and the 9th day of March, 2016.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Computer Use Policy**

Philosophy

Schreiner Memorial Library provides access to computer resources including computer equipment, databases, a variety of software and the internet. Except for charges for printouts, computer use is free. Computer users are required to use these resources according to all local, State and Federal laws and in compliance with this policy.

Computer users should not expect privacy while using library computers. The open nature of the facility exposes all patrons to computer screens. In addition, the library reserves the right to monitor computer usage by physical or electronic means in case of suspected violations of this policy.

Eligible Users

Regular Public Access Computers:

1. Adults (including visitors to the community) who sign in.
2. Young adults between the ages of 11 and 18 whose parent or guardian signs a "Computer Use Agreement" form and who sign in.
3. Children under 11 who are supervised by a parent or guardian while on the computer and who sign in.
4. Public access computers and tablets which are not connected to the internet may be used by children of all ages.

Public Access Laptops:

1. Library laptops may be checked out for in-library use only.
2. Laptops may be checked out at the circulation desk by cardholders in good standing.

Wireless Internet Access

1. Wireless access is provided for patrons with personal laptops, tablets, and mobile devices. The wireless signal is an unsecured network. The library is not responsible for damage to personal devices or information due to wireless use on personal devices.

Time Limits

Public access computers are available during regular library hours, on a first-come, first-served basis. Those using the computer will have a minimum use time of one

hour. After one hour, use may continue, but, if anyone else is waiting, the user will make the computer available within 5 minutes of being informed by library staff that another person is waiting. At the Potosi Branch Library the minimum use time is 30 minutes, due to the fact that fewer computers are available. Because of the high demand and limited number of computers, customers are limited to one session per day unless there are unused computers available. Exceptions may be made by the library staff for persons doing school work or extensive research.

Copy Charges

1. Black & White \$0.10
2. B/W Double Sided \$0.15
3. Full Color \$0.25
4. Color double sided \$0.35

Computer Use - General Policies and Prohibitions

1. Users may not load or download software on library computers without permission from library staff.
2. Users may not store files on the hard drive of library computers. Files such as those to be attached to e-mails may be saved to the desktop temporarily, but any files saved by patrons will be deleted by staff on a regular basis.
3. The library is not responsible for damages to equipment or data on a user's personal computer from the use of data downloaded from a library computer.
4. Earphones must be used by those using sound on computers.
5. Users are prohibited from attempting to circumvent computer security.

Internet Use - General Guidelines

1. The library does not endorse or verify the accuracy of any information obtained through the internet.
2. Parents who sign permission for their young adult to use library computer resources must recognize that library staff cannot monitor his/her use of the internet.
3. Because of the variety of internet resources, library staff can provide only limited instruction and assistance.

Internet Use – Prohibited Acts

1. Display of text or graphics which may be reasonably construed by other patrons or staff as unwanted exposure to sexual content and, thus, constitute harassment.
2. Downloading files to the computer's hard drive without permission from library staff.
3. Changing the internet home page or other setting including screen savers.
4. Seeking unauthorized access to any computer system.
5. Misrepresenting oneself as another user or seeking access to another user's data.
6. Damaging or altering software components of any network or database.
7. Incurring any cost for the library through internet use.
8. Violating copyright laws.
9. Using the internet for purposes that are illegal under any local, State or Federal law.

Consequences of Prohibited Behavior

1. Depending on the nature and severity of the offence, users may lose computer privileges or all library privileges at the discretion of the Library Director. The Director's decision may be appealed in writing to the Library Board, but privileges will remain suspended until the Board hears the appeal.
2. Users will be charged the cost of repair in the case of damage to a library computer's hardware or software.
3. The library may charge patrons a replacement fee for failure to return wireless mice or charging cords upon return of a laptop.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 10th day of March, 2004, and revised most recently on the 12th of April, 2016.

Laurie Walker, Board President

**Schreiner Memorial Library
Computer Use Agreement
Patrons Ages 11 – 18 – Parent’s Signature Required**

Name of minor (Last, First) _____ Date of Birth: _____

Library Card No. _____

Date: _____

1. I agree not to use the Library’s computers for any illegal purposes.
2. I agree not to display any text or graphics that a reasonable person may consider unwelcome sexual content. I further agree to remove any material from the screen upon being informed by a Library staff member that the material is offensive.
3. I agree not to disturb other patrons in my use of the computer.
4. I agree to terminate my computer use within 5 minutes at the request of a Library staff member.
5. I have reviewed the Library’s Computer Use Policy and agree to abide by all of its provisions.

Signature of minor: _____

I give my permission for the above named person to use the Library’s computers, including access to the internet. I recognize that the library does not filter its internet and library staff will not be able to monitor internet use.

Signature of parent or guardian: _____

Printed name of parent of guardian: _____

**Schreiner Memorial Library
Computer Use Agreement
Patrons Ages 11 – 18 – Parent’s Signature Required**

Name of minor (Last, First) _____ Date of Birth: _____

Library Card No. _____

Date: _____

1. I agree not to use the Library’s computers for any illegal purposes.
2. I agree not to display any text or graphics that a reasonable person may consider unwelcome sexual content. I further agree to remove any material from the screen upon being informed by a Library staff member that the material is offensive.
3. I agree not to disturb other patrons in my use of the computer.
4. I agree to terminate my computer use within 5 minutes at the request of a Library staff member.
5. I have reviewed the Library’s Computer Use Policy and agree to abide by all of its provisions.

Signature of minor: _____

I give my permission for the above named person to use the Library’s computers, including access to the internet. I recognize that the library does not filter its internet and library staff will not be able to monitor internet use.

Signature of parent or guardian: _____

Printed name of parent of guardian: _____

**Schreiner Memorial Library
Board of Trustees
Confidentiality of Library Records Policy**

Philosophy

In a democratic society, it is essential that citizens be able to read and explore ideas freely without fear of surveillance. The sole purpose of customer identification in library transactions is to ensure the return and/or safe use of library property. Staff members shall respect the privacy of customers' library use.

General Policy

Except as required by law, circulation, registration, information retrieval records or any other information in the possession of the library shall not be disclosed to anyone other than the individual customer to whom the records relate, unless authorized by the individual him/herself. The library shall observe the provisions of Wisconsin Statutes 43.30 (Public Library Circulation Records), including the provision that requires disclosure to a custodial parent or guardian of a child under the age of 16 any records relating to that child's use of the library's documents or other materials, resources or services. A copy of 43.30 is attached to this policy for reference.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 20th day of October, 2004 and reaffirmed on the 12th day of March, 2008, the 21st day of March, 2012, and the 11th day of March, 2015.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Discard and Disposal of Library Property Policy**

Philosophy

Obsolescence, damage, normal wear and tear and space limitations make the discarding of materials, equipment and furnishings a continuing process. Whenever possible, property which is no longer useful to the library should be recycled, either by donation to another library or public agency, sale to a willing buyer or through available waste recycling programs.

Weeding of Library Property

Factors considered in the discard of books and other library property include:

- Poor physical condition
- Lack of use
- Out of date information
- Multiple copies of items no longer in demand
- Older editions replaced by later revisions

Space limitations require priority decisions to be made in the discarding of library property. For example, lesser used books may have to be discarded to make room for newer ones.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy. The authority to decide which materials, equipment or furniture to discard shall rest with the Library Director, who may delegate such authority to other staff members. The Library Director shall also have the authority to offer discarded property to other public agencies, to set the price of items for sale not specified by policy and to send items to recycling and trash as needed.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 9th day of February, 2005, reaffirmed the 9th day of April, 2008 and revised the 11th day of April, 2012 and the 11th day of March, 2015.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Gift Policy**

Philosophy

Schreiner Memorial Library welcomes gifts of all types including library materials, equipment or funds for the purchase of materials and equipment. The library encourages gifts of cash not earmarked for specific items in order to permit the most flexible use of donations for the enrichment of the library's resources.

Terms of Acceptance

The library must be allowed to make the final decision on its use or other disposition of a gift. The library will not affix a value for income tax purposes to donations of books or equipment, but will, upon request, acknowledge the gift by letter and specify the type, quantity and condition of the gift for the donor's records. The library will also insert "bookplates" in books purchased with gifts and memorials.

Any gift accepted by the library is subject to the following conditions:

1. The library assumes unconditional ownership of all gifts.
2. The library reserves the right to decide conditions of display and access to the material.
3. Books and other materials donated to the library will be evaluated on the same basis as purchased materials.
4. The library cannot notify donors when gift items are withdrawn from the collection or lost.
5. Gift items not added to the library may be sold, given to another governmental or nonprofit agency, or, if no other options exist, discarded.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 13th day of April, 2005 and reaffirmed the 14th day of May, 2008, the 11th day of April, 2012, and the 11th day of March, 2015.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Materials Selection Policy**

Philosophy

The Schreiner Memorial Library attempts to build a collection of materials in a variety of formats to serve the needs of the community for education, recreation, information and cultural enrichment. The Library acquires materials reflecting a diversity of points of view on topics of interest to the public.

Responsibility for Selection

Final responsibility for selection rests with the Library Director. He/she may delegate selection authority to other staff members.

Criteria for Selection

The goal of selection is to develop a broad collection that meets the needs of the community. One or more of the following principles is taken into consideration in deciding which materials to purchase for the library:

- Current and anticipated needs of the community
- Accuracy and currency of content
- Contemporary significance
- Historical value
- Price, format, and ease of use
- Favorable reviews in library and popular journals (although an unfavorable review shall not be the sole reason for rejecting an item for which demand is anticipated)
- The relation of the item to the existing collection
- Requests from library customers
- Contribution to diversity or balance
- Availability through other sources
- Inclusion in standard bibliographies or indexes
- Receipt or nomination for major awards or prizes
- Presentation of unique or controversial points of view
- The reputation of the author, artist or publisher

The library welcomes suggestions for purchase from library customers. The library recognizes an obligation to attempt to obtain requested items either through purchase or interlibrary loan.

Interlibrary Loan

Because of limited budget and space, the Library cannot provide all materials that may be requested. Therefore, interlibrary loan may be used to obtain materials for patrons in lieu of purchase.

Gifts and Donations

The library accepts gifts of books and other materials with the understanding that they may or may not be added to the collection. The same selection criteria shall apply to gifts as to purchased materials.

Controversial Materials

The library recognizes that some materials may be controversial and that any given item may offend someone. The library does not promote any particular belief or point of view, but attempts to present a balanced marketplace of ideas so that an individual can examine issues freely and draw his or her own conclusion. Selection will not be made on the basis of anticipated approval or disapproval, but rather according to the criteria listed in this policy.

Responsibility for children's reading, viewing and listening rests with parents or guardians. Selection of library materials will not be inhibited by the possibility that materials may come into the possession of children.

The Library Board endorses the Library Bill of Rights and the Freedom to Read Statement which are included as an appendix to this policy.

Challenged Materials

Patrons requesting that an item be removed from the library's collection must complete a "Statement of Concern About Library Resources" form which is available at the library. The patron's request will be reviewed by the Library Board of Trustees.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 21st day of July, 2004, and reaffirmed the 8th day of October, 2008, the 9th day of May, 2012, and the 8th day of April, 2015.

Laurie Walker, Board President

43.30 Public library records. (1b) In this section:

(a) “Custodial parent” includes any parent other than a parent who has been denied periods of physical placement with a child under s. 767.41 (4).

(b) “Law enforcement officer” has the meaning given in s. 165.85 (2) (c).

(1m) 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, to custodial parents or guardians of children under the age of 16 under sub. (4), to libraries under subs. (2) and (3), or to law enforcement officers under sub. (5).

(2) A library supported in whole or in part by public funds may disclose an individual’s identity to another library for the purpose of borrowing materials for the individual only if the library to which the individual’s identity is being disclosed meets at least one of the following requirements:

(a) The library is supported in whole or in part by public funds.

(b) The library has a written policy prohibiting the disclosure of the identity of the individual except as authorized under sub. (3).

(c) The library agrees not to disclose the identity of the individual except as authorized under sub. (3).

(3) A library to which an individual’s identity is disclosed under sub. (2) and that is not supported in whole or in part by public funds may disclose that individual’s identity to another library for the purpose of borrowing materials for that individual only if the library to which the identity is being disclosed meets at least one of the requirements specified under sub. (2) (a) to (c).

(4) Upon the request of a custodial parent or guardian of a child who is under the age of 16, a library supported in whole or part by public funds shall disclose to the custodial parent or guardian all library records relating to the use of the library’s documents or other materials, resources, or services by that child.

(5) (a) Upon the request of a law enforcement officer who is investigating criminal conduct alleged to have occurred at a library supported in whole or in part by public funds, the library shall disclose to the law enforcement officer all records pertinent to the alleged criminal conduct that were produced by a surveillance device under the control of the library.

(b) If a library requests the assistance of a law enforcement officer, and the director of the library determines that records produced by a surveillance device under the control of the library may assist the law enforcement officer to render the requested assistance, the library may disclose the records to the law enforcement officer.

History: 1981 c. 335; 1991 a. 269; 2003 a. 207; 2007 a. 34, 96; 2009 a. 180.

**Schreiner Memorial Library
Statement of Concern About Library Resources**

Name: _____ **Date:** _____

Address: _____ **Phone:** _____

City: _____ **State:** _____ **ZIP:** _____

Resource on which you are commenting:

- Book** **Audio-Visual Resource**
 Magazine **Content of Library Program**
 Newspaper **Other**

Title: _____

Author/Artist/Publisher/Producer: _____

1. **What brought this resource to your attention?**

2. **To what do you object? Please be as specific as possible.**

3. **Have you read or listened or viewed the entire content? If not, what parts did you review?**

4. **What do you feel the effect of the material might be?**

5. **For what age group would you recommend this material?**

6. **In its place, what material of equal or better quality would you recommend?**

7. **What do you want the library to do with this resource?**

8. **Additional comments:**

(Use reverse side and/or additional sheets if necessary)

Schreiner Memorial Library

Board of Trustees

Performance Plaza, Community Room, and Study Room Policy

Philosophy and Purpose

Schreiner Memorial Library's mission is to serve as Lancaster's Lifelong Learning Center. In support of this mission, the Library provides several spaces appropriate for public gatherings and values the ability to lend these spaces to groups in the community. This policy is intended to govern the free use of these spaces by non-Library entities. Scheduling events and groups in Library spaces does not imply Library endorsement of the aims, policies, or activities of any group or organization, or the views expressed during the meeting or event.

In scheduling the use of these spaces, the Board of Trustees and the Library staff shall not discriminate on the basis of political or religious beliefs of applicant groups, or on any other constitutionally or statutorily-prohibited basis. However, the provision of meeting space must be subordinate to the need to provide a safe, peaceful, and respectful Library environment. No use of the meeting spaces that is likely to disturb Library patrons in their customary use of the Library, impede Library staff in the performance of their duties, or endanger the Library building or collections will be approved or permitted. Persons or groups who wish to reserve a meeting space must be in good standing with the Library. Use of meeting spaces for Library purposes shall take precedence over all other uses.

Performance Plaza Use

The Performance Plaza is a unique outdoor venue. There are outlets for sound equipment and other electronics, as well as a storage area for items that will be used regularly or which will be stored at the Library full-time. The Library is not liable for damage to items stored on site. The use of the Performance Plaza is free, but donations to the Library or the Lancaster Public Library Foundation are accepted. All groups wishing to use the Performance Plaza must sign a **Use Agreement Contract**.

Guidelines:

1. Priority for Performance Plaza use will be given to Library programming, then to other non-profit groups, then to the general public. Reservations shall be taken by Library staff on a first-come, first-served basis no more than a year in advance.

2. Programs or events with the intent to proselytize for a single point of view, whether religious or political, will not be permitted.
3. All programs, meetings, and events must be free of charge unless specifically permitted by the Library. The Performance Plaza shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold, or exchanged in the Library or by sample, pictures, or descriptions.
4. Groups using the Performance Plaza that wish to have storage room or bathroom facility access outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.

Community Room Use

The Community Rooms and the adjoining kitchen are available to the community for meetings, programs, and events. The Community Room has a capacity of 87 or can be split into two smaller rooms with capacities of 43 each. The use of these rooms is free, but donations to the Library or the Lancaster Public Library Foundation are accepted. All groups wishing to use the Community Rooms must sign a **Use Agreement Contract**.

Guidelines:

1. Priority for Community Room use will be given to Library programming, then to other non-profit groups, then to the general public for large group meetings and events. Reservations shall be taken by Library staff on a first-come, first-served basis no more than a year in advance. The Library reserves the right to preempt any scheduled meeting.
2. Programs or events open to the public with the intent to proselytize for a single point of view, whether religious or political, will not be permitted.
3. All programs, meetings, and events must be free of charge. Community rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library. No goods or services shall be promoted, sold, or exchanged in the Library or by sample, pictures, or descriptions.
4. Groups using the Community Rooms outside of regular Library hours must sign a **Keyholder Agreement Form** and be trained in proper closing procedures.

Study Room Use

Study rooms are intended for use by individuals to work in a quiet environment and for small groups to work or meet privately. Study Rooms may be reserved on a first-come, first-served basis no more than a year in advance. They may also be used by walk-in patrons if there are no standing reservations. Because the Study Rooms are not secure from the rest of the facility, their use is restricted to regular Library hours of operation. Study rooms must be vacated by 10 minutes prior to Library closing.

Administration of this Policy

The Library Director shall be responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 8th day of July, 2015.

Laurie Walker, Board President

Use Agreement Contract

Name of Group/Individual _____
Contact Name _____ Contact Phone # _____
Contact Address _____ Email _____
Date of Event _____
Time of reservation: Beginning _____ Ending _____

Space(s): ___ Community Room 1 (standing capacity 44) ___ Kitchen Space
 ___ Community Room 2 (standing capacity 43) ___ Performance Plaza

Number of Attendees Expected: _____
(for groups over 43, both Community Rooms must be reserved)

Equipment needed:	Performance Plaza:	Community Rooms:
	___ folding chairs	___ projector/screen
	___ music stands	___ laptop
	___ sound system	___ chairs (indicate number needed: _____)
		___ tables (indicate number needed: _____)

Terms of Use:

1. Groups using the Community Rooms agree not to use advertising or publicity which imply that their programs, meetings, or events are sponsored, co-sponsored, endorsed, or approved by the Library unless written permission to do so has been previously given by the Library.
2. Groups using Library spaces will be responsible for destruction of property beyond normal usage. The group or individual making the reservation for use may be held responsible for the actions of those attending an event including any damages.
3. **Groups agree not to affix anything to Community Room walls** (room divider is magnetized and can be used for display) or to permanently attach anything to outdoor spaces (hooks, screws, etc.)
4. Groups are responsible for cleaning up space after use; a cleaning fee of no less than \$50 per hour will be charged if Library staff has to clean up after a program or event. Furnishings must be returned to their original configuration unless otherwise instructed.
5. Groups agree to allow Library staff to attend or access the space during use.
6. Groups agree not to bring alcohol onto Library property without express written permission prior to the event.
7. **All programs, meetings, and events must be free of charge.** Community rooms shall not be used for entrepreneurial or commercial purposes, for the solicitation of business, for profit, or for fundraising other than fundraising that supports the Library, unless specifically permitted by the Library.
8. Groups agree not to distribute materials (bookmarks, brochures, flyers, etc.) to other patrons using the Library or Library grounds without the specific permission of the Library Director.
9. Groups agree to hold Schreiner Memorial Library and the City of Lancaster harmless from all liability arising out of events and activities not sponsored by the Library.
10. Programs and events may be cancelled by the Library with two weeks written notice.
11. Groups wishing to hold programs or events that are expected to proceed outside of library hours must sign a **Keyholder Agreement Form**. (For Performance Plaza Use, this is only necessary if access to storage or bathrooms is required.) All other programs must be complete and spaces vacated by 10 minutes prior to Library closing.
12. Outdoor live performances must end by 10PM.
13. **Groups agree to abide by all guidelines and regulations set forth by Schreiner Memorial Library and Board of Trustees Policies.**

Signature of responsible party: _____ Date: _____
Printed name: _____
Approved by Library Staff: _____

Keyholder Agreement Form

Schreiner Memorial Library Board of Trustees allows individuals to check out keys to the Performance Plaza Storage Room as well as the Lobby and Community Rooms so that they may use these spaces outside of regular Library Hours. In order to obtain a key, an individual must have an approved **Contract of Use** for a specific event and must attend training on how to properly secure the building.

Regulations:

1. Only the individual signing this agreement may obtain and use Library key(s). The individual may not lend or otherwise allow other persons to use Library key(s).
2. A \$50 deposit must be made before keys are picked up. Cash or check is acceptable. Methods for returning deposit will be discussed on an individual basis.
3. The keyholder may only use the key to enter the Library for the purposes of the approved event. Entering the Library for set up or cleanup at times other than the scheduled event time must be approved by the Library Director.
4. Keyholders are responsible for those who enter the building while it is unlocked.
5. Keyholders and event attendees may only enter the portions of the Library facility that were reserved in the **Contract of Use**. Other areas must remain locked.
6. Keys may be picked up on the last day that the Library is open prior to the event. Keys must be returned on the first day that the Library is open following the event or immediately after the event by dropping them in the outdoor book drop.

Keyholders who fail to return keys on time, who do not properly close the building after their event, or who otherwise misuse the Library or Library keys may lose Library keyholder privileges. If a key is lost, the keyholder agrees to pay all fees associated with replacing keys and/or rekeying entrances as a result.

Signature: _____ Date: _____

Printed Name: _____

Contact Address: _____

Phone Number: _____ Email: _____

Organization or Event: _____ Event Date: _____

Staff
Use
Only

Approved by: _____

Closing Procedure Training Completed: _____ Date: _____ Staff Initials: _____

Deposit Paid: _____ Deposit Returned: _____

Schreiner Memorial Library
Board of Trustees
Personnel Policies

Introduction

Pursuant to Section 43.58(4) of Wisconsin Statutes, the Library Board is the policy making body of the Schreiner Memorial Library. City of Lancaster policies shall be in effect as designated by the Board; where the policies of the Board and the City conflict, Board policies shall have precedence. The Library Director is charged with the enforcement and interpretation of these policies as well as the application of City policies to Library staff.

Nature of Employment

All employees of Schreiner Memorial Library are employees at will. Nothing in these policies shall be construed to constitute a contract between the Schreiner Memorial Library or the City of Lancaster and the employees of the Library. These policies may be amended or abolished at any time by action of the Board at a duly posted meeting, with or without notice to employees.

Organization and Authority

Responsibilities of the Library Board in Personnel matters:

- Employ and supervise the Library Director
- Review and approve all Library policies, including personnel policies
- Approve job descriptions
- Approve annual salaries for Library employees
- Review grievances on appeal by Library employees

Responsibilities of the Library Director:

- Employ other Library staff
- Assign duties, delegate responsibility, and supervise employees; recommend job descriptions to the Board
- Administer, interpret and enforce Board and City policies
- Coordinate staff training
- Act as the first step in grievances
- Recommend changes in policy as appropriate

Employment Classifications

1. Library Director. The Library Director's status, compensation and benefits shall be determined as negotiated between the Director and the Board and may differ from these policies.
2. Full-time employee. An employee who works 40 hours per week and who has successfully completed his/her probationary period.
3. Part-time employee. An employee who works less than 40 hours per week and who has successfully completed his/her probationary period.
4. Probationary employee. A newly hired employee is considered probationary for the first six months of employment. A probationary employee may be terminated at any time for any reason with or without notice. A probationary employee does not have access to the grievance process outlined in this policy. A full-time or part-time employee may be returned to probationary status by the Library Director. The Library Director's action may be appealed to the Library Board, whose decision shall be final.

Positions and Job Titles

Library positions are as follows:

Library Director, full-time
Library Assistant III, full-time non-exempt
Library Assistant II, part-time
Library Assistant I, part-time
Student Library Assistant

Job descriptions for these positions are approved by the Library Board.

Work Week

The work week at Schreiner Memorial Library is Saturday through Friday. Library employees fill out a City of Lancaster time sheet for payroll purposes. Employee schedules shall be determined by the Library Director.

Sunday Work

Employees who work on Sundays shall receive one additional hour of compensation. For full-time employees this shall be in the form of compensatory time off. For part-time employees, this may be taken as compensatory time off or as one hour of additional pay.

Salaries

Salaries for Library employees shall be established and adjusted by resolution of the Library Board.

Payroll Practices

The City of Lancaster shall administer the payroll for Library employees. Direct deposit of payroll is required of all employees.

Employee Benefits

Health Insurance

Full-time employees shall be included in the City's health insurance plan for non-union employees and shall pay premium contributions and deductibles required of non-union City employees. Full-time employees shall also be eligible for continuation of coverage under COBRA, details of which are available from the City Clerk.

Flex Benefits

Full-time employees may participate in the City's flexible benefits program for reimbursement of non-covered medical or child care expenses and receive the same level of City contribution as other non-union City employees.

Retirement

Library employees are covered under the State of Wisconsin Retirement System, administered through the City.

Sick Leave

Full-time library employees receive one day per month of paid sick leave. Unused sick leave accumulates from year to year without a maximum amount.

Family and Medical Leave Act

Library employees are covered by both State and Federal family and medical leave acts. The library follows the City's policy and uses City forms for request and approval of Family and Medical Leave.

Bereavement Leave

The Library Director may approve bereavement leave for library employees, usually not more than three paid days. Bereavement leave will be deducted from the sick leave of full-time employees or from paid time off for eligible part-time employees. Any additional time off shall be without pay.

Jury Duty

Library employees will be paid their regular salary, not to exceed their regularly scheduled number of hours, for jury duty. In return, employees must turn over to the City any compensation received for jury duty except that employees may keep any mileage or meal payments.

Worker's Compensation

Library employees are covered by the City's worker's compensation policy.

Military Leave

The library follows all applicable laws, including the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Longevity Pay

Full-time employees shall receive an annual longevity payment consistent with other full-time City employees according to the following schedule:

- \$150 after five years
- \$300 after ten years
- \$450 after fifteen years
- \$600 after twenty years

Library Holidays

The Library shall be closed on the following days:

- New Year's Eve (1/2 day)
- New Year's Day
- Memorial Day
- Independence Day (July 4)
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Full-time employees shall receive full pay for these days. Full-time employees shall also receive three (3) casual days per year.

Vacation Schedule

Full-time employees shall receive vacation according to the following schedule:

- 10 vacation days each year after 1 year of employment
- 12 vacation days each year after 5 years of employment
- 15 vacation days each year after 10 years of employment
- 20 vacation days each year after 15 years of employment
- 25 vacation days each year after 20 years of employment

Part-time employees shall receive benefits as follows:

Employees designated as Library Assistant II shall receive pro-rated holiday pay based on the average number of hours worked for the list of designated holidays. This does not include casual days. Employees designated as Library Assistant II shall also receive a bank of paid hours equivalent to one week of their regular schedule to be used as needed for illness or vacation.

Example: an employee in this position who is regularly scheduled for 20 hours per week receives 4 hours of holiday pay (2 hours for ½ holiday) and a paid time off bank of 20 hours.

Employees designated as Library Assistant I and Student Library Assistant shall receive only such benefits as are required by State or Federal law.

Education and Travel Expenses

The Library Board recognizes the importance of continuing education for library employees. To the extent allowed by the annual budget, the library will pay registration and travel expenses for workshops, conferences, or other educational opportunities approved by the Library Director. The library will also pay mileage, based on the current rate established by the U.S. Internal Revenue Service, for all travel in the conduct of library business.

Use of Library Supplies, Equipment, or Property

Library employees shall have the benefit of using Library computers on off-duty time, provided any supplies or other costs associated with such use are borne by the employee. The intent of this provision is to allow Library employees the same privileges afforded to the public through the provision of public access computers, with the added benefit of being able to use their own Library computer instead of public access. Library employees may store a limited number of personal files on their library computer, provided such files are clearly segregated and identified and contain no material that is illegal or would conflict with other Library policies or constitute a violation of local, state or federal law. In addition, no files may be stored on library computers that are related in any way to any commercial venture, involving monetary transactions affecting library employees or any other person or

organization. Library employees may also use library computers to access their personal e-mail. All personal files must be removed from library computers upon termination of employment. Other use of Library supplies, equipment, or property is subject to the approval of the Library Director.

Workplace Violence Policy

The Library Board adopts the City's policy on Workplace Violence Prevention.

Harassment Policy

The Library Board adopts the City's Harassment Policy.

Grievance Procedure

A Library employee who is subject to any adverse employment action, including but not limited to discipline, discharge, or denial of a benefit, may seek redress through a grievance process. A library employee may also file a grievance over an issue of workplace safety, which shall be narrowly construed to mean conditions of employment related to physical health and safety of employees so long as such conditions are enforceable under federal or state law.

A grievance must be presented to the Library Director in writing within seven (7) working days of the occurrence or the employee's knowledge thereof. The grievance must contain a clear and concise statement of pertinent facts, dates of incidents, identities of persons involved, documentation related to the grievance in possession of the grievant, steps taken to informally resolve the dispute and the results of those discussions, and the remedy sought. The Director shall, within seven (7) working days, respond in writing.

The decision of the Library Director shall be final unless the grievant files a written appeal, requesting a hearing before an Impartial Hearing Officer. The written appeal must be filed with the Library Director within seven (7) working days of the receipt of the Library Director's response.

Following receipt of the appeal requesting a hearing before an Impartial Hearing Officer, the Library Director shall provide a list of persons available to serve as an Impartial Hearing Officer. The grievant shall select a name from the list.

A hearing date shall be arranged by the grievant, the Library Director and the Impartial Hearing Officer, if possible not more than forty-five (45) calendar days from the date of the appeal. Prior to the hearing, the parties and the Impartial Hearing Officer may engage in conciliation meetings to resolve the dispute. If the issue is not resolved, the Impartial Hearing Officer shall conduct the hearing and issue a written decision within ten (10) calendar days. The Impartial Hearing Officer must either sustain or deny the grievance; he or she may not modify the decision being appealed.

If not satisfied with the response of the Impartial Hearing Officer, either the Library Director or the grievant may appeal in writing to the Library Board. The Board will schedule a meeting within a reasonable time period to hear the grievance and either uphold or deny it.

The Board shall issue its decision in writing with a copy to the Library Director and a copy to the grievant. The decision of the Board shall be final.

Leave of Absence Without Pay

Upon request, the Library Director may grant a library employee a leave of absence without pay. Requests shall be approved or denied based on a case by case review.

Emergency Closing

The library will make every effort to remain open in case of adverse weather or other unforeseen events. If the library is open, employees who do not report for work must use paid leave in order to receive compensation for the day. If the library closes, employees who were scheduled to work that day will receive compensation for the hours scheduled.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 17th day of May, 2004, and revised the 15th day of August, 2007, and further revised the 10th day of October, 2007, the 13 day of February, 2008, the 12th day of March, 2008, the 13th day of May, 2009, the 15th day of September, 2010, the 12th day of October, 2011 and the 12th day of September, 2012.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Public Behavior Policy**

Philosophy

The library environment shall be safe, pleasant and comfortable. The Library Board seeks to place as few restrictions as possible on library use. In general, behavior is permitted as long as it does not disturb or infringe on the rights of other library patrons or threaten or cause damage to property.

Applicable Laws and Ordinances

All persons using the library must obey the laws of the United States and Wisconsin as well as any applicable local ordinances. Staff has been instructed to enforce ordinances that relate to the library and library property.

Rules of Conduct

1. Alcohol, illegal drugs, and those under the influence of either are not permitted in the library.
2. Smoking or the use of chewing tobacco or similar products are not permitted in the library.
3. Carrying of concealed or open firearms is prohibited.
4. Physical or verbal harassment of other library customers or staff is not permitted.
5. Solicitations for donations, sales or petitions inside the library are not permitted.
6. Theft, damage, and tampering with library property is not permitted.
7. Parents and other legal guardians are responsible for the behavior of their minor children in the library. Children under 7 years old may not be left unattended except with library staff permission.
8. Consumption of food or beverages is allowed in designated locations. No food and only covered drinks are allowed in the vicinity of library computers.
9. Sleeping, bathing, shaving, or washing of clothing in the library is not permitted.
10. Library users must wear shoes and be fully clothed.
11. Cell phones and other devices should be silenced or set to vibrate. All conversations, both phone and personal, must be kept at a volume that is courteous to others.
12. All library users must respect others' reasonable expectations of privacy.
13. Any behavior which, in the judgment of library staff, disturbs or infringes on the rights of other patrons is not permitted.

Consequences of Prohibited Behavior

Persons who violate this policy are subject to loss of library privileges at the discretion of the library staff. Suspensions of privileges may be short term or long term depending on the nature of the offense. A person whose library privileges have been suspended may appeal the suspension in writing to the Library Board, whose decision in the matter shall be final.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 11th day of February, 2004 and revised on the 12th day of November, 2008, the 10th day of October, 2012, and the 8th day of April, 2015.

Laurie Walker, Board President

**Schreiner Memorial Library
Board of Trustees
Records Retention Policy**

Policy

Upon approval by the Wisconsin Historical Society, the Schreiner Memorial Library adopts the updated Record Retention Schedule for Wisconsin's Public Libraries and Public Library Systems adopted by the Wisconsin Public Records Board, June 12, 2017.

A summary of the schedule is attached to this policy and the full document is available upon request to the Library Director.

Administration of This Policy

The Library Director is responsible for the administration and interpretation of this policy.

Adoption

This policy has been adopted by action of the Library Board of Trustees on the 10th day of May, 2006, and reaffirmed the 14th day of January, 2009, the 14^h day of November, 2012, and the 11th day of February, 2015. It was updated on January 10, 2018.

Daniel Glass, Board President