

# By-Laws, Objectives and Policies Handbook

Board of Trustees

Waupun Public Library  
123 S. Forest Street  
Waupun, WI 53963

Last updated: 6/18/25

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# **Bylaws of the Board of Trustees Waupun Public Library**

## **Article I Identification**

The name of this organization is the Board of Trustees of the Waupun Public Library, located in Waupun, Wisconsin, established by the Wisconsin municipality of Waupun, according to the provision of Chapter 43 of the Wisconsin Statutes, and exercising the powers and assuming the duties granted to it under said statute.

## **Article II Membership**

**Section 1.** Appointments and Terms of Office. Appointments and terms of office are as provided by the relevant subsections of Wisconsin Statutes Sections 43.54 (municipal library board composition), and 43.60 (county appointments to municipal and joint public library boards).

**Section 2. Meeting Attendance.** Members shall be expected to attend all meetings except as they are prevented by a valid reason. If any trustee has three consecutive unexcused absences from meetings of the Board, the president may notify the appointing authority and request the disqualification of the trustee.

## **Article III Officers**

**Section 1.** The officers shall consist of a president, a vice president, and a secretary-treasurer, elected from among the appointed trustees at the annual May meeting of the Board.

**Section 2.** Officers shall serve a term of one year from the meeting at which they are elected and until their successors are duly elected.

**Section 3.** The president shall preside at meetings of the Board, authorize calls for special meetings, appoint all committees, execute all documents authorized by the Board, serve as an ex-officio voting member of all committees, and generally perform all duties associated with the office of president.

**Section 4.** The vice president, in the event of the absence or disability of the president, or of a vacancy in that office, shall assume and perform the duties and functions of the president.

**Section 5.** The secretary-treasurer shall keep a true and accurate record of all meetings of the Board, shall issue notice of all regular and special meetings, and shall perform such other duties as are generally associated with the office of secretary. The library director or a member of the staff may be designated by the Board to perform any or all of the above duties.

**Section 6.** The secretary-treasurer shall sign all vouchers for disbursements from library funds, and perform such duties as generally devolve upon the office. The secretary-treasurer may be bonded in an amount as determined by a resolution of the Board. In the absence of the secretary-treasurer, the disbursing duties shall be performed by such other member of the Board as the Board may designate. The secretary-treasurer or secretary-treasurer designee shall make monthly reports to the Board showing a summary of income and disbursements from funds in his or her charge.

**Section 7.** All Board members are eligible for office.

## **Article IV Meetings**

**Section 1. Regular Meetings.** The regular meetings shall be held each month, the date and hour to be set by the Board.

**Section 2. Annual Meeting.** The annual meeting, which shall be for the purpose of the election of officers, shall be held at the time of the regular meeting in May of each year.

**Section 3. Agendas and Notices.** Meeting agendas and notices shall indicate the time, date, and place of the meeting and indicate all subject matters intended for consideration at the meeting.

**Section 4. Special Meetings.** Special Meetings may be called at the direction of the president, and shall be called at the written request of three members, for the transaction of business as stated in the call for the meeting. Except in cases of emergency, at least 48 hours notice shall be given.

**Section 5. Quorum.** A quorum for the transaction of business at any meeting shall consist of three or more members of the Board present in person or virtually.

**Section 6. Open Meetings Compliance.** All Board meetings shall be held in compliance with Wisconsin open meetings law.

**Section 7. Parliamentary Authority.** The rules contained in Robert's Rules of Order, latest revised edition, shall govern the parliamentary procedure of the meetings, in all cases in which they are not inconsistent with these bylaws and any statutes applicable to this Board.

## **Article V Committees**

**Section 1. Committees.** All committees, such as Budget, Library Director Evaluation, Personnel, and Building and Property, shall be appointed by the president and shall make recommendations to the Board as pertinent to Board meeting agenda items.

**Section 2. Ad Hoc Committees.** Ad hoc committees for the study of special problems shall be appointed by the president, with the approval of the Board, to serve until the final report of the work for which they were appointed has been filed. These committees may also include staff and public representatives, as well as outside experts.

**Section 3.** The library director may be a member of each committee.

**Section 4.** No committee shall have other than advisory powers.

## **Article VI Duties of the Board of Trustees**

**Section 1.** Legal responsibility for the operation of the Waupun Public Library is vested in the Board of Trustees. Subject to state and federal law, the Board has the power and duty to determine rules and regulations governing library operations and services.

**Section 2.** The Board shall select, appoint and supervise a properly certified and competent library director, and determine the duties and compensation of all library employees.

**Section 3.** The Board shall approve the budget and make sure that adequate funds are provided to finance the approved budget.

**Section 4.** The Board shall have exclusive control of the expenditure of all moneys collected, donated or appropriated for the library fund and shall audit and approve all library expenditures.

**Section 5.** The Board shall supervise and maintain buildings and grounds, as well as regularly review various physical and building needs to see that they meet the requirements of the total library program.

**Section 6.** The Board shall study and support legislation that will bring about the greatest good to the greatest number of library users.

**Section 7.** The Board shall cooperate with other public officials and boards and maintain vital public relations.

**Section 8.** The Board shall approve and submit the required annual report to the Division for Libraries and Technology, and to the City of Waupun.

## **Article VII Library Director**

The Library Director shall be appointed by the Board of Trustees and shall be responsible to the Board. The library director shall be considered the executive officer of the library under the direction and review of the Board, and subject to the policies established by the Board. The director shall act as technical advisor to the Board. The director shall attend all Board meetings (but may be excused from closed sessions) and shall have no vote.

## **Article VIII Conflict of Interest**

**Section 1.** Board members may not in their private capacity negotiate, bid for, or enter into a contract with the Waupun Public Library in which they have a direct or indirect financial interest.

**Section 2.** A board member shall withdraw from Board discussion, deliberation, and vote on any matter in which the Board member, an immediate family member, or an organization with which the Board member is associated has a substantial financial interest.

**Section 3.** A board member may not receive anything of value that could reasonably be expected to influence his or her vote or other official action.

## **Article IX General**

**Section 1.** An affirmative vote of the majority of all members of the Board present at the time shall be necessary to approve any action before the Board. The president may vote upon and may move or second a proposal before the Board.

**Section 2.** Any rule or resolution of the Board, whether contained in these bylaws or otherwise, may be suspended temporarily in connection with business at hand, but such suspension, to be valid, may be taken only at a meeting at which two-thirds (5 of 7) of the members of the Board are present and two-thirds of those present so approve.

**Section 3.** These bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.

Adopted by the Board of Trustees of the Waupun Public Library,

on this \_\_23rd\_\_ day of \_\_December\_\_ in the year \_\_2013\_\_.

Reviewed 8/16/23

# **Mission Statement:**

The mission of the Waupun Public Library is to provide free and equitable access to quality services, resources, and lifelong learning opportunities through a variety of formats to meet the informational, educational, cultural and recreational needs and interests of the community.

Approved June 23, 2014, by the Library Board of Trustees.  
Reviewed September 20, 2023

# Objectives of the Waupun Public Library

## I. General Library Objectives

The general library objectives of the Waupun Public Library shall be:

- A. To assemble, preserve, and administer, in organized collections, books and related educational and recreational material in order to promote through guidance and stimulation the communication of ideas, an enlightened citizenship, and enriched personal lives.
- B. To serve the community as a center of reliable information.
- C. To provide a place where people may encounter the original, sometimes unorthodox, and critical ideas necessary as correctives and stimulants in a society that depends for its survival on free competition of ideas.
- D. To support educational, civic, and cultural activities of groups and organizations.
- E. To provide opportunity and encouragement for residents of all ages to educate themselves continuously.
- F. To identify community needs, to provide programs of service to meet such needs, and to cooperate with other organizations, agencies, and institutions which can provide programs or services to meet community needs.
- G. To provide opportunity for recreation through the use of literature, music, films, and other art forms.

## II. Who May Use the Library

- A. The library will serve all residents of the community. Service will not be denied or abridged due to age, race, religion, national origins or social or political views.
- B. The use of the library or its services shall be limited when excessive demands of groups or individuals tend to curtail service to the general public.
- C. The use of the library or its services may be denied for due cause. Such cause may be failure to return books or to pay penalties, destruction of library property, disturbance of other patrons, or any other objectionable conduct on library premises. Further information can be found in the Code of Conduct.

## III. Services of the Library

- A. The library will select from the mass of available materials and organize for easy access those books and materials which best meet the needs of the community.



- B. The library staff will provide guidance and assistance for people to obtain the information they seek using print, audiovisual, and electronic resources.
- C. The library will initiate programs, exhibits, and book lists to stimulate the use of library materials and to enlighten people of all ages.
- D. The library will cooperate with other community agencies and organizations to determine and meet the educational needs of the community.
- E. The library accepts responsibility for securing information beyond its own resources by referring all requests for books or information along the chain of libraries (district, regional, state, national) until such requests are filled or until the materials or information requested is clearly unavailable.
- F. The library will lend requested materials to other libraries as stipulated in interlibrary loan agreements.
- G. The library will endeavor to maintain a balance in its services to men, women, teenagers, and children. The public library will cooperate with but cannot perform the functions of school or other institutional libraries which are designed to meet curricular needs.
- H. Periodic review will be made of library service to determine whether the needs of the community indicate that present services should be discontinued or other services should be added.
- I. All library records, formal and informal, relating to patron registration, reference requests, and the circulation by patrons of materials provided by the library are considered confidential.

The contents of registration and circulation records shall not be made available to anyone except under the written order of the library director, such order having been issued pursuant to a proper legal process, order, or subpoena under the law.

In accordance with Wisconsin law (Act 207, April 8, 2004), 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. Before the Library will provide those records, custodial parents and guardians must: 1) sign the Waupun Public Library form certifying that the requester is the custodial parent or guardian of the child whose records have been requested, and 2) provide a set of documents that demonstrate to the Library's satisfaction that the requester is the custodial parent or guardian of the child whose records have been requested. Staff denial of records may be appealed to the Library Board.

#### IV. Library Materials

- A. The library will provide any materials which help to meet its objectives.
- B. All materials, except those which are in heavy or special demand or which cannot be duplicated, will be lent for home use under library regulations and procedures.

- C. The library subscribes to the Library Bill of Rights of the American Library Association (Appendix A).
- D. The library subscribes to the Freedom to Read Statement prepared by the American Library Association and the American Book Publishers Council (Appendix B).
- E. The library subscribes to the Freedom to View Statement endorsed by the American Library Association Council (Appendix C).
- F. Selection criteria of library materials is located in the Collection Development Policy.

# **Waupun Public Library**

## **Bulletin Board/Posting Policy**

The bulletin board in the main entrance of the library, and all other areas of the library proper, are reserved for announcements of information and events of general interest to the community. Materials announcing educational opportunities, public meetings, public service announcements, non-profit organizational fund-raising events and cultural and civic events, both free and those with admittance fees, may be posted. Prior approval of materials by library staff is required before posting.

Commercial advertising, and commercial ventures, such as, but not limited to, “For Sale” announcements, notices of rummage sales and babysitting services, and items such as denominational church services and political campaign literature will not be posted. The exception to this rule is the Friends of the Waupun Public Library. Additional exceptions require Library Board approval.

Adopted 2/17/2020  
Reviewed 7/20/2022

# **Circulation Policy**

## **A. Registration**

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

Patrons must fill out an application form to register for a new library card.

Proof of current address is required. Current address on Driver's License is sufficient, or picture ID and piece of mail.

Applicants from 5 to 15 years of age may obtain a library card when their parent or legal guardian gives their consent on the application form. Parental signature is not required for children who are renewing or replacing cards, nor is it required for 16 and 17 year-olds to obtain a card.

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

## **B. Your Library Card**

You must use your card to check out materials from the library. By applying for a library card you have agreed to obey all the rules and regulations of the Waupun Public Library; to pay all fines charged against your account for damaged, or lost material; and to give prompt notice of name and address changes.

If a patron loses his/her card, or has it stolen, they must notify the library as soon as possible. He/she is responsible for any materials checked out prior to notifying the library. Patrons are financially responsible for any items borrowed using their card.

The Waupun Public Library will not allow patrons who owe library fines to use other persons' library cards to acquire materials. These efforts to avoid payment of fines on their own cards are unacceptable and may result in permanent suspensions of borrowing and computer privileges from the Waupun Public Library.

### **Displaced Patrons**

If a patron indicates he or she is homeless or otherwise displaced and already holds a library card, his/her address can be changed to Homeless.

If a patron indicates he or she is homeless or otherwise displaced and wishes to obtain a library card, we will still require a picture ID to open the card.

Homeless or displaced patrons, whether updating an existing card or applying for a library card for the first time, will be limited to 3 checkouts at a time and 0 holds. The patron can upgrade to a full library card by bringing in a piece of mail or other documentation proving residency.

## **C. Loan Periods**

Loan periods for all materials will follow the standard loan periods approved by the Monarch Library System libraries.

## **D. Reserves and Interlibrary Loans**

Reserves on items found in our online catalog may be placed by patrons either in person, over the phone, or online. Patrons will be notified when the materials are available.

Interlibrary loan requests for items outside of our system collection may be requested in person, over the phone, email, or via the WISCAT system. Those wishing to place their own ILL requests online via the WISCAT system must first set up a special account through the library.

There is no charge to the patron for placing a reserve or for interlibrary loan services.

## **E. Fines and charges**

Two notices will be sent by mail at varying time intervals after the material is due. If the material is still not returned, a bill will be sent for the replacement cost of the material. As a last resort, a collection agency and/or local police department may attempt to recover the material or cost of the material. Patrons with fines exceeding five dollars may not check out materials.

## **F. Damaged materials**

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

## **G. Confidentiality**

As specified in Wisconsin statutes 43.30: "Records of any library which is in whole or in part supported by public funds, including the records of a public library system, indicating the identity of any individual who borrows or uses the library's documents or other materials, resources, or services may not be disclosed except by court order or to persons acting within the scope of their duties in the administration of the library or library system, to persons authorized by the individual to inspect such records, to custodial parents or guardians of children under the age of 16 under sub. (4), to library under subs. (2) and (3), or to law enforcement officers under sub. (5)."

Adopted 11/19/22, Revised 7/19/2023, 12/20/2023

## **Circulation Policy – Homebound Residents and Institutions**

### **Homebound Residents**

When there is adequate staffing, the library will provide delivery service to Waupun area residents who are considered homebound. We define homebound as someone who has difficulty visiting the library or is unable to visit the library on their own. Potential patrons of this service will fill out a survey to discover material requests and determine delivery options. Materials will normally circulate for a minimum of 4 weeks. Materials will be extended as needed based on delivery schedules and homebound patron needs. Participants are responsible for all materials in their possession. Participants will not be responsible for materials during transport. Delivery staff cannot run personal errands for participants.

### **Assisted Care Institutions**

Upon request and when there is adequate staffing, the library will provide batches of materials for assisted care institutions and deliver those materials as needed. Participating institutions will be responsible for materials in their possession. They will not be responsible for materials during transport.

Adopted 11/16/2022

# LIBRARY CODE OF CONDUCT

Under the provisions of Chapter 43 of the Wisconsin Statutes, specifically 43.52(1), the Waupun Public Library Board of Trustees may enact regulations that serve to ensure the safety of all library staff and patrons, protect the usefulness of the materials collection, and maintain order in the library.

The following Code of Conduct has been established for all patrons. If a patron is not responsive to the needs of other library users or disregards the policies protecting patrons, staff and library property, the patron will be asked to leave.

## CODE OF CONDUCT

1. Patrons must attempt to keep noise at a level that does not disturb others.
2. Smoking and/or use of tobacco in the library is prohibited, which includes the use of electronic cigarettes.
3. Eating and drinking are allowed in the meeting rooms, and covered drinks are allowed throughout the entire library.
4. Animals or pets are only allowed in the library as an approved exhibition, assistance to persons who are disabled, or under the control of public safety officials.
5. For reasons of public health and safety, neglecting to wear shirt, pants, shoes, or other footwear is prohibited.
6. Loitering in the library or on library grounds is not permitted.
7. Only one person shall use one section of a study carrel. A maximum of four persons may sit at any one table, unless given permission by library staff.
8. Parents may not leave young children unattended in the library.
9. Unapproved selling of goods or services is prohibited. Persons or organizations wishing to make use of the library facility should contact library officials to obtain approval.
10. Persons who conduct themselves in an inappropriate or disorderly manner shall be asked to leave the library. This includes, but is not limited to, the following: disturbing others, misuse or damage to the building or furnishings, littering, sleeping, rudeness or profanity, indecent, violent or abusive behavior, excessive odor.
11. Concealed carry weapons, or weapons of any kind, are not allowed inside the library building. Exceptions may be made by the Library Director for educational programs.
12. Under no circumstances may anyone take a photo or video a library user without the consent of the user, or their parent/guardian, if a minor.
13. Alcohol is prohibited in the library or on library property.

Adopted 5/20/02. Revised 8/20/07, 11/21/11, 2/18/13, 12/22/14, 4/20/22, 12/21/22, 7/17/24, 9/18/24

# Collection Development Policy

## Purpose

The Waupun Public Library selects materials and develops collections in many different formats to provide Waupun area residents with a wide range of informational, recreational, and educational resources which are easily accessible and cost-efficient. The library will acquire materials reflecting the full diversity of points of view on topics of interest to the public. The collection is developed to meet the needs and interests of Waupun area residents.

## Policy

1. An objective of the Waupun Public Library is to select, organize, preserve and make freely available materials that help individuals and groups in the community to:
  - a. pursue continuing education.
  - b. develop their creative capacities.
  - c. become more responsible members of the community.
  - d. understand their cultural heritage and that of others.
  - e. become more capable in their occupations.
  - f. use their leisure time creatively and enjoyably.
  - g. obtain needed information.
2. To achieve these ends, the library provides materials and services to residents of all ages. It seeks to direct and stimulate life-long learning by offering a carefully selected collection of materials and skilled professional guidance in their use.
3. In its selection of materials, the Waupun Public Library endorses the Library Bill of Rights (appendix A) and the Freedom to Read Statement (appendix B), as adopted by the American Library Association.
4. The final responsibility for material selection lies with the Library Director. The responsibility for initial selection of materials is shared by members of the staff. Recommendations from the public are welcomed and given full consideration for acquisition.
5. The library will not promote specific beliefs or views, but will provide enough suitable material to enable the public to make informed and intelligent decisions.
6. Materials judged to be of lasting value will be added to the collection. Those materials meeting present and anticipated user interests may also be provided.
7. Selection of materials may be influenced by many factors, including but not limited to the following:
  - a. budgetary considerations.
  - b. physical limitations of the library building.
  - c. suitability of the format and construction.
  - d. availability of specialized materials in other local libraries.
  - e. availability of material through interlibrary loan.
  - f. the need for added materials in subject areas.
  - g. the special needs of library patrons for materials in accessible formats.
  - h. age appropriateness for the intended collection.
8. The library welcomes gifts of materials, with the understanding that they will be evaluated using the same criteria as those applied to purchased materials. If the gifts do not meet these criteria, the library reserves the right to dispose of them as it sees fit. All gifts of library materials are subject to the Library's Gift Policy.
9. The library collection will be kept attractive and current by a continual program of repairing, discarding, or replacing worn and outdated materials.



10. Plans for the development of specific collections may be written by library staff as needed. These plans may outline selection and acquisition procedures, reviewing tools, and maintenance of the specific collection. All such plans shall be in compliance with and responsive to the philosophy of this policy.

11. The library will challenge censorship of any materials in order to provide complete and accurate information on all sides of an issue, and to foster a climate of intellectual freedom for area residents.

12. Challenges regarding specific materials will be reviewed upon written request. Such requests will be referred to the Library Director. See "Material Review Policy."

Adopted 4/18/2016, reviewed 1/18/2022

# Display Policy for Library Staff

The Library will strive to include a wide spectrum of opinions and viewpoints in library-initiated displays and exhibits, both physical and digital, as well as offer displays and exhibits that appeal to a range of ages, interests, and information needs. Library-initiated displays and exhibits should not exclude topics, books, media, and other resources solely because they may be considered to be controversial.

## Criteria

Library staff use the following criteria in making decisions about display topics, materials, and accompanying resources:

- Community needs and interest
- Availability of display space
- Historical, cultural, or educational significance
- Connection to other community or national programs, exhibitions, or events
- Relation to library collections, resources, exhibits, and programs

In addition, the Library draws upon other community resources in developing displays and exhibits, and may partner with other community agencies, organizations, educational institutions, or individuals to develop and present co-sponsored displays and exhibits. No items will be on the displays that include explicit images such as nudity, gore, and sexually explicit acts, among others.

## Staff Procedure

A schedule of display areas will be printed yearly. Staff will write their name and topic for display in the schedule. Staff will then pull a cart of display materials for the Library Director to review and approve. Any items added to the display throughout the time of the display will also be pulled for Library Director approval. In the absence of the Library Director, the Assistant Director may approve the items for display.

## Location of Displays

Displays will be located in areas of the library that are accessible to all patrons, regardless of their age or beliefs. Specific displays will be located in areas that are intended for specific age groups, such as the children's section or the adult section, dependent upon the collections the materials being used are located. There may be instances where mixed-age content is placed in displays throughout the library. Curated displays are only allowed in designated areas. As the library endeavors to present a broad spectrum of ideas and variety of viewpoints, placement of materials on displays does not necessarily imply the Library's endorsement of ideas, opinions, or viewpoints expressed therein.

## **Intellectual Freedom and Censorship**

The choice of library materials by patrons is an individual matter. The library recognizes that some materials may be controversial or offensive to an individual, but maintains that individuals can apply their values only to themselves. The selection of library materials is predicated on the customer's right of access to information and freedom from censorship. Selections will not be made on the basis of anticipated approval or disapproval, but on the merits of the material itself.

Selection of materials for a display will not be inhibited by the possibility that materials may inadvertently come into the possession of or be seen by minors. No one can exercise censorship to restrict access to library materials by others. It is the parents' or guardians' responsibility to determine which library materials are appropriate for their children.

The Waupun Public Library supports intellectual freedom and endorses the American Library Association (ALA) Freedom to Read Statement, Freedom to View Statement, the Library Bill of Rights and all relevant interpretations. The library will not remove or censor books or materials based on their content, but rather will provide access to a broad range of materials that reflect the continuously growing diversity of the community.

### **Procedure for the Questioning of Library Displays by Patrons**

In the event a patron has questions or concerns regarding a library display the following procedures should be used:

1. The staff member receiving the concern should make every attempt to satisfy the patron's concern by clarifying the established display policies on an informal basis.
2. If the patron is satisfied, the staff member should notify the Director and Assistant Director with a brief statement as to the date, circumstances, and the result of the patron's concern.
3. If the patron is not satisfied, staff should offer form Appendix E to the patron so they can fill it out with their concerns and then forward it to the Director or Assistant Director. The patron should receive a reply from the Director or Assistant Director within 30 days of receiving the form.
4. If the patron is not satisfied with the answer from the Director or Assistant Director, they should be invited to attend a Library Board meeting to share their concern.

Adopted 6/18/2025

## Waupun Public Library

### Displays and Exhibits of Personal Collections Policy

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

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

Areas available to the public for displays and exhibits are the glass exhibit cases, the conference room, and the quilt display rack. The following release must be signed by the exhibitor before any artifact can be placed in the library:

#### ***Waupun Public Library Display and Exhibit Release***

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

Display area:    *glass display case(s)*    *conference room*    *quilt rack*

Approximate dates of display \_\_\_\_\_

Description of materials loaned \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Telephone \_\_\_\_\_

Adopted 4/22/2002  
Reviewed 3/15/2023

# Donations and Gifts Policy

The Waupun Public Library welcomes donations and gifts of materials, money, stocks, or real property, as established in Chapter 43 of the Wisconsin Statutes. All donations and gifts become property of the Waupun Public Library.

- A. Donations of books and other library-related materials will be accepted on the condition that the Library Director has the final authority to make whatever disposition he or she deems advisable. Dispositions include, but are not limited to, adding materials to the collection, donating the materials to the Friends of Waupun Library, offering the materials to other entities, or discarding the materials.
- B. Gifts of money, real property, and /or stock will be accepted if conditions attached thereto are acceptable to the Board of Trustees.
- C. The library will apply the same criteria for evaluating donation and gift items as it applies to purchased material. Donations and gifts will be withdrawn in the same manner as purchased material. The library does not accept responsibility for notifying donors of the withdrawal or replacement of donations and gifts.
- D. For tax purposes, the donor is responsible for obtaining an estimate or appraisal of the donated materials. The library is unable to assess the value of these items. Donors may contact the Internal Revenue Service to determine the rules and regulations regarding charitable deductions.
- E. Upon request, the library will send a letter to the donor confirming the donation.

I have read and accept the conditions of the Donations and Gifts Policy.

Signature:\_\_\_\_\_ Date:\_\_\_\_\_

Adopted 4/17/2017  
Reviewed 6/21/2023

# Emergency Closing Policy

## Purpose

Staff and public safety at the Waupun Public Library are of the utmost importance. Due to unforeseen circumstances or emergencies, there may be times when the library will close.

## Policy

- A. The Library Director or Assistant Director may close the Waupun Public Library due to an emergency or a weather-related condition wherein the safety of the public and/or staff is at risk if the library opens or remains open. If the Director and Assistant Director cannot be contacted, staff should contact a Library Board Trustee. In the case of an emergency, police and/or fire department may need to be contacted.
- B. Conditions which warrant consideration of closing include, but are not limited to: fire, bomb threat, snow storms, noxious odors, chemical or biohazard contamination, loss of fire safety systems, extensive physical damage to the building, or electrical outage.
- C. Depending on the emergency, the library may be closed to the public but staff asked to remain at or report to work if conditions warrant and work is available, e.g. clean-up after water damage. There may be other situations when the staff will need to evacuate the building.
- D. Once the decision to close the library has been made: 1) notify local radio station, 2) post closed signs on front doors, 3) post closure notification on any library social media platform, and 4) notify police department and city hall. Any patrons on the premises shall be asked to leave within 30 minutes.
- E. If the library closes early due to an emergency or bad weather, staff members will be paid their regular hours for which they have been scheduled to work on that day if they are already at work.
- F. If the library will not be opened due to an emergency or bad weather, employees may choose one of the following options: 1) use vacation hours, 2) use floating holiday hours, or 3) make up the time at straight time. If these alternatives are not used within the same payroll week, the time lost shall be considered authorized unpaid leave of absence.
- G. When the library is open during inclement conditions, employees who do not report to work or choose to leave work early will be required to use accrued floating holiday time, vacation time, make up the hours another day during the payroll week, or it shall be considered authorized unpaid leave of absence.

Adopted 6/18/2018  
Reviewed 4/17/2024

## **Fax Policy**

The Waupun Public Library will send faxes at a cost of \$1.00 for the first page and \$.25 each additional page. We do not receive faxes for patrons. Due to various factors, staff will not send a fax of 12 pages or more within 30 minutes of closing. Faxes take an average of 2 minutes per page to send.

Faxes can only be sent single-sided. Any double-sided documents will need to have the second side copied, which will cost \$.10 per copy. Additionally, fax page size will need to be the standard 8.5 x 11 or smaller; larger documents will need to be copied at \$.10 per page to adhere to this sizing. Pages that are extremely wrinkled, thin or otherwise deemed unlikely to send will also require copying at \$.10 per page.

The Waupun Public Library only accepts cash or check as payment methods.

Adopted 9/18/24

# ***Fire Prevention, Emergency Evacuation Policy/Procedures***

## **Policy Statement:**

The Waupun Public Library recognizes and adheres to the principles of prevention and reduction of fire and casualty losses. In keeping with these principles, all employees of the Waupun Public Library shall become familiar with and cooperate with the assigned, specific responsibilities for fire prevention and emergency action plans for other emergencies.

## ***Fire Extinguishers:***

### **Provisions:**

While the Waupun Public Library policy is to rely primarily on the fire department for emergency services, portable fire extinguishers are located strategically throughout the building and each employee must be familiar with the proper use of them for initial fire response. Fire extinguishers are of the **ABC type**, which can be used on all types of fires. Inspections, maintenance, and recharging of portable fire extinguishers are contracted with a Fire Extinguisher Company that meets NFPA codes.

### **Unobstructed Accessibility:**

Providing clear, unobstructed access to portable fire extinguishers at all times is the responsibility of all employees of the Waupun Public Library.

## ***Housekeeping:***

Each employee is responsible for housekeeping his/her work area and general housekeeping throughout the building. All aisles, exits, fire extinguishers and emergency response equipment must be kept accessible and unobstructed at all times.

Each employee is responsible for proper storage of flammable or hazardous materials in his/her work area and should familiarize themselves with the hazards associated with chemical compounds used and stored in their areas.

## ***Inspections:***

The City of Waupun Fire Department will conduct semi-annual inspections of the library facility. It will be their responsibility to report all poor housekeeping conditions, improper storage of flammable or hazardous materials and other violations specifically mentioned on the ***Fire Inspection Report Form***.



## ***Fire/Emergency Evacuation Procedures***

### **General Instructions:**

In the event of an emergency, persons in the area detecting the situation shall notify others in the building and attempt to control it as quickly as possible. If an evacuation becomes necessary, library staff will announce on both floors that the building is being evacuated.

Once the announcement has been made to evacuate, complete the following:

1. Be sure you know the safest way out of the building no matter where you are, and escort patrons outside. Know and use the closest exit to where you are in the building.
2. Go to the far corner of the front parking lot, where Brown and Forest streets intersect.
3. Stay there until the Library Director, Assistant Director, or senior staff person has completed a head count and further instructions are given to you.

Adopted 11/17/2003  
Revised 12/18/2024

## **Internet Acceptable Use Policy Waupun Public Library**

The Library provides wired, Library-owned computers, as well as unsecured wireless Internet access for public use on their own devices. This policy applies to all use of Waupun Public Library's wired or wireless Internet service, whether privately-owned or Library-provided devices are operated. Due to circumstances beyond our control, the Library cannot guarantee that Internet service will be available at any time, nor guarantee Internet speed or the quality of the connection.

Providing access to information available on the Internet does not constitute endorsement of the content by the Library. The Waupun Public Library expressly disclaims any liability or responsibility arising from access to or use of information obtained through the Internet.

The Library will protect patron's rights to privacy and confidentiality, and keeps any communications that reside on its computer network confidential. However, communication may not be secure and networks are sometimes susceptible to outside intervention. The Library does not reveal information about an individual's use of computer resources unless compelled to do so by a court order.

Filters are not installed on any Library computers. However, the access or display of text, graphics, or sounds which may reasonably be construed as inappropriate, obscene<sup>1</sup> or disruptive to others in the Library is prohibited. Section 948.11 of the Wisconsin Statutes makes it a crime to expose children to pictures or images of nudity, sexually explicit conduct, or physical torture or brutality that appeal to prurient, shameful or morbid interests, are patently offensive to prevailing adult standards regarding materials suitable for children, or lack serious literary, artistic, political, scientific or educational value for children.

The parent or legal guardian is responsible to monitor their children's use of Library materials and resources, including the Internet, and must sign an Internet Use Permission Form for any child under the age of 18.

Patrons may reserve time on a Library-owned Internet computer by phone or in person up to one week in advance. Reservation of an Internet workstation by one person is limited to one hour per day. If no one else wishes to use the computer at the end of a reserved time slot, the patron may continue to use the computer at the discretion of Library staff. Walk-in time may be available in unscheduled time slots or when a scheduled user fails to keep an appointment. Reservations may be canceled if a person is 5 minutes late for reserved time.

No more than 2 persons may use an Internet computer at one time, unless a parent is accompanying 2 children. Special arrangements can be made for classes and groups.

Patrons will be charged for printing as posted. The person using the Library equipment is liable for any copyright or licensing infringement.

Violations may result in suspension or loss of privileges to use computer resources at the Library. Any illegal activity involving the use of the Library's computers, including the Internet, is strictly prohibited and will be subject to prosecution by the appropriate authorities. If a user feels that s/he has wrongfully lost her/his privileges, s/he may appeal the Library's decision to the Library Director and/or the Library Board and the decision will be investigated.

Adopted 1/18/16, Revised 4/19/23

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<sup>1</sup> To be obscene, (1) the average person, applying contemporary standards, must find that the work, taken as a whole, appeals to prurient interests; (2) the work must depict or describe, in a patently offensive way, sexual conduct as specified in the applicable statutes; and (3) the work, taken as a whole, must lack serious literary, artistic, political, or scientific value.

## Waupun Public Library Laminating Policy

The Waupun Public Library offers laminating services to library patrons upon request. Patrons must fill out the attached application.

### **Cost for Laminating:**

- ½ Page (4¼" x 5½", including business card size): **\$.50 per page**
- Full Page (8½" x 11"): **\$1.00 per page**

### **Laminating Schedule:**

- Projects 10 full pages or less:
  - Projects will be completed immediately as long as there is adequate staffing and at least 30 minutes prior to closing.
- Projects larger than 10 full pages, or library is closing in less than 30 minutes or does not have adequate staff present:
  - Patron will be requested to leave materials at the library for processing. Library staff will complete the laminating as soon as time allows.
  - Patrons must prepay when leaving jobs for processing.
  - Patrons must pick up materials within 7 days after notification that the job is complete.

### **Laminating Disclaimers:**

Due to the heat process involved in lamination and the possibility of special coatings on materials, the library assumes no liability as to its effect on the items being laminated.

The library will not laminate Social Security cards (it will obscure security features) and laminating should not be conducted with thermal paper (will turn original completely black). The library reserves the right to refuse any materials to be laminated if deemed inappropriate.

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### **Waupun Public Library Laminating Application**

I have read and understand the Waupun Public Library Laminating Policy. I understand and agree to the following:

- The Library is not responsible for damage or loss of materials of the final condition of processed materials. No refunds will be issued.
- The Library has the right to dispose of items not picked up 7 days after notification.
- The Library will not laminate Social Security cards, thermal paper, or anything the Library deems as inappropriate.

Description of items (if left at the library for processing):

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Patron information:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Staff Use Only:

Amount Paid: \$ \_\_\_\_\_ Date Completed: \_\_\_\_\_ Date Patron Notified: \_\_\_\_\_

Approved 8/17/22 Reviewed 1/15/25

# Waupun Public Library

## Manual checking account procedures & guidelines

1. A maximum limit of \$ 500 per check. The maximum limit may be waived if approved by the Library Board.
2. Two signatures will be required on each check. The authorized staff include the Director, Assistant Director, Circulation Librarian and Children's Librarian.
3. If \$ 10,000 or more is accumulated in the account, at least \$ 5,000 will be transferred to the Library Trust Fund.
4. Account activity will be reported to the Library Board quarterly.
5. Manual checks will be included with the bills of the month.

Adopted 11/18/2002

# Material Review Policy

The objective of the Material Review Policy is to encourage as well as respect all library patrons' opinions and ideas by providing a step-by-step procedure for processing their concerns. Parents or legal guardians are responsible for the selection of materials for their own children. No one person can exercise censorship to restrict access of materials to others. The Waupun Public Library supports and endorses the Library Bill of Rights (appendix A) and the Freedom to View (appendix C). Copies of these documents are available upon request.

1. The library patron should obtain a Request for Library Item Review form (appendix D), complete the form, and return it to the Library.
2. The Library Director will contact the patron to acknowledge receipt of the form.
3. The Library Director will respond to the request within 30 days of receipt of the form.
4. If the patron is dissatisfied with the Director's response, they may direct a letter to the Library Board and the Library Director will provide the Board with all documentation.
5. The Library Board will set up a committee of board members, library staff, and/or community members to examine the item, and consider the request for review as well as the Director's response.
6. The Committee will meet and discuss the item to be reviewed. They will make a determination on what will happen to the item and notify the patron (in writing) of their decision within 10 business days.
7. If the patron is dissatisfied with the Committee's decision they may direct a letter to the Library Board. The decision of the Library Board will be final.

Adopted 4/18/2016

## MEETING ROOMS POLICY - WAUPUN PUBLIC LIBRARY

### A. Purpose

The meeting rooms of the Waupun Public Library are available to non-profit community groups for presentation of informational, educational, or recreational meetings and programs in keeping with the mission of the Waupun Public Library.

### B. Policy

1. Meeting rooms will be made available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use. Meeting rooms are scheduled on a first come – first served basis.
2. Meeting rooms may be used for (not inclusive):
  - a. meetings which are open to the public;
  - b. organizations or individuals engaged in educational, cultural, intellectual, governmental or charitable activities.
3. Meeting rooms may not be used for:
  - a. any purpose which may interfere with the regular operation of the library;
  - b. programs involving the sale, advertising, solicitation or promotion of commercial products or services;
  - c. personal, company, or family parties.
4. No admission fee, registration fee, nor donations may be sought from meeting attendees, except by local non-profit educational, social service or cultural organizations with the specific permission of the Library Director. This guideline is waived for library fundraising.
5. No charge will be made by the library for the use of the meeting rooms.
6. Application for the use of meeting rooms must be made on the appropriate form by an authorized representative of the group.
7. Users agree to abide by the library's Code of Conduct at all times.
8. Users accept responsibility for all damages caused to the building and/or equipment beyond normal wear.
9. Meeting rooms shall be left tidy and in an orderly condition. Groups not meeting this criteria may be charged for additional cleaning and/or lose their room use privilege.
10. Recurrent reservations for the meetings rooms will be accepted, but for no more than one calendar year at a time. At the end of the year, such reservations must be reviewed.
11. Groups are responsible for setting up the rooms, as well as leaving them in a tidy and orderly manner. Given 72 hour notice, the library will contact the Department of Public Works for possible labor in setting up the room if desired, though we cannot guarantee their assistance. Thus, the group using the room may have to set it up themselves.
12. If a group no longer needs a reservation, the library expects to be contacted to cancel the reservation. If the room is reserved and no one arrives with 30 minutes of their scheduled start time, the group is considered a "no show" and the room reservation will be canceled. If a group has three no-shows in a year, the group cannot book the room for the twelve months following the third "no show."
13. Storage facilities will not be provided for any non-library organization.
14. The library is not responsible for the supervision and security of the exhibits and displays.
15. Meeting rooms and front entrance of the library must be vacated no later than 10 p.m. In the event a group stays later and sets off the building security system, the group may be prohibited from future use of the meeting rooms.
16. If a meeting runs beyond regular service hours, the group must turn off all lights and verify that the front door catches and locks behind them when leaving the building.

Adopted 2/23/2015, Revised 7/19/2023, 10/16/2024

**APPLICATION  
FOR USE OF MEETING ROOMS AT WAUPUN PUBLIC LIBRARY**

Name of Group: \_\_\_\_\_

Name of Individual Making Request: \_\_\_\_\_

(If group is composed of persons under age 18, Name of Two Adult Supervisors)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

Nature of Meeting: \_\_\_\_\_

Equipment Needs: \_\_\_\_\_

**AGREEMENT BY USER**

1. In consideration for the use of the meeting rooms, the group agrees that:
  - a. It will pay for all damage to any property of the Waupun Public Library resulting directly or indirectly from the conduct of any member, officer, employee or agent of the organization or any of its invitees.
  - b. It will hold harmless the City of Waupun and the Waupun Public Library from and against any and all liability which may be imposed upon them or either of them, for any injury to persons or property caused by the organization or any person in connection with a meeting, exhibit or display.
  - c. It will take responsibility for compliance with the American Disabilities Act.
2. It is understood that the City of Waupun and the Waupun Public Library assume no responsibility whatsoever for any property placed in the library in connection with a meeting, exhibits, or display; and that the City of Waupun and the Waupun Public Library are, hereby, expressly released and discharged from any and all liability for any loss, injury or damage to persons or property which may be sustained by reason of a meeting, exhibit, or display.

I have read and understand the policy for the use of the meeting rooms and agree to follow the rules set forth. I understand that the library director and library board reserve the right to discontinue meeting room privileges to any group/individual who infringes on the rules as defined in the policy.

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_

Adopted 2/23/2015, Revised 7/19/2023

# Waupun Public Library

## Library Personnel Policy

1. Definitions.
  - a. Professional staff shall hold a Master's degree in library science.
  - b. Non-professional staff shall be defined as those not holding a Master's degree in library science.
2. Selection of staff follows Wisconsin State Statute 43.58(4).
  - a. The Library Director shall be appointed by the Library Board.
  - b. All other employees shall be selected by the Library Director based on staffing approved by the Board.
  - c. In the event of a full-time position opening, the Library Director is required to obtain Library Board approval to fill the position before the hiring process begins. The Library Director will make a hiring recommendation based on the effect the elimination of the position would have on operations and service to the public.
3. Pay and Compensation.
  - a. Recognition shall be given to the fact that the professional staff must be paid and otherwise compensated on a nationally competitive basis.
  - b. All other staff shall receive no less pay and compensation than that received for similar work under similar conditions in the locality.
  - c. Health insurance shall be available according to the municipal plan.
  - d. Social security and retirement shall be allowed according to the municipal plan.
  - e. Wages and salaries shall be set by the Library Director subject to Board approval or Board approved wage ranges.
4. All staff members shall serve a probation period of six working months.
5. The Library Director or Assistant Director shall schedule the working hours of the staff.
6. Assignments of all staff duties shall be made by the Library Director or Assistant Director.
7. The Library Director or Assistant Director shall have an evaluative conference with each employee at least once a year.



8. The Library Board shall have an evaluative conference with the Library Director once a year.
9. Provision shall be made for daily rest periods, for attendance at professional meetings and conventions, and for visiting other libraries for informational purposes. Travel and other expenses shall be borne by the library. A program of in-service training shall be carried out to ensure an efficient staff.
10. Effective January 1, 1992, part-time hourly Library 2 and Library 3 staff shall be entitled to four hours of compensated leave per year of continuous service, with a maximum of forty hours leave per year. Leave shall be taken in the year that it accrues, except when the Library Director approves a variance.

Prorated payment for earned leave not taken shall be made to any employee at termination of employment, except in the case of discharge for just cause.  
All compensation is to be part of the maximum hours permitted each employee per year.

11. If an employee has a complaint or a suggestion to improve the working environment, the employee should take it to their immediate supervisor. If the employee has a problem with a specific individual(s), which does not reach the level of harassment or inappropriate behavior, the employee is encouraged to approach that person first. If the issue is not resolved, the employee should contact the Library Director. If the complaint involves the Library Director, the employee should contact the President of the Library Board. If the complaint needs the attention of the entire Library Board, the President of the Library Board may schedule a special meeting regarding the complaint. If the situation needs further support, the Library Board may contact City officials.
12. Employees shall follow City of Waupun employee policies which are not covered by the “By-Laws, Objectives and Policies Handbook” of the Waupun Public Library, and which do not interfere with the Library Board’s statutory authority.

Adopted 11/17/2021

# Safety Policy

## Waupun Public Library

The Board of Trustees of the Waupun Public Library has a sincere concern for the welfare of its employees and the public it serves. The prevention of accidents and injuries to our employees is of utmost importance. Accidents and injuries are not only costly in terms of dollars and lost time, but also in terms of pain and suffering of the injured and the reduced morale of fellow workers.

It is the library's policy to maintain a safety program utilizing the best practice for public entity organizations. The program will include training and supervision of employees, establishment of safe practices and rules, planned inspection and maintenance, reporting, investigation and review of accidents.

The Library Director and Assistant Director are responsible for the safety of work under their direction and for implementing the safety program.

All library employees shall promote accident prevention by actively supporting the safety program by following all safety standards that apply to the performance of their jobs.

Adopted by the Library Board (date) JUNE 21, 1999

President Michael S. Juscel Secretary Sasha R. Lauer

# Social Media Policy

Social media are defined as any web application, site, or account created and maintained by the Waupun Public Library 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 non-use 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 Waupun Public Library and/or the City of Waupun, its employees and officers, from and against all liabilities, judgments, damages, and costs including attorney's fees) incurred by any of them which arise out of or are related to the posted content.

Neither Waupun Public Library nor the City of Waupun 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.

Waupun Public Library will periodically evaluate the role and utility of its online venues and social media, which may be terminated at any time.

Adopted 7/23/2012

# ***Tornado/Severe Storm Policy and Procedures***

## **General Instructions:**

If a severe storm or tornado watch is issued, the NOAA Weather Alert Radio (near front desk) will sound an alarm. When the alarm sounds, listen to the radio for updates and be ready to take cover. Announce the watch over the library intercom system.

## ***Tornado Warning Procedures***

### **General Instructions:**

Upon notice of a tornado warning where danger is imminent, the alert given will be an announcement throughout the building by library staff.

Once the announcement has been made to head for the tornado shelters, senior staff member shall designate other staff to cover the following:

1. Escort patrons to the tornado shelter areas, which are the public restrooms.
2. Check to see if there are any persons who may need assistance.
3. Flashlights and radio should be taken into the shelter areas.
4. Lock cash drawer, if possible.
5. Remain calm, quiet, and avoid panic. DO NOT go outside the building for any reason.
6. Front door should be monitored to direct anyone entering the building to the shelter areas.  
DO NOT LOCK front doors as residents may need to seek shelter in our building.

## ***All Clear and Clean Up***

After the danger of an incident has passed, an "all clear" will be given by the Library Director, Assistant Director, or senior staff person. Employees may then return to their work areas.

If clean-up from a catastrophic event becomes necessary, employees may be assigned tasks under the direction of the Library Director, Assistant Director, or senior staff person. Utilities must not be turned back on at their sources until approval has been given by the individual in charge after investigation of damages to the building has been completed and it is assured that no explosive nor flammable condition exists.

If the library loses power, the library will close for the day after the weather danger has passed and it is safe for residents to leave the building.

Adopted 11/17/2003, Revised 5/15/2024

# Waupun Public Library

## Volunteer Policy

Individuals and groups are encouraged to contribute their time and energy to the Waupun Public Library as a volunteer. This volunteerism is valued and appreciated by the Library Board and the Library Administration.

The number and type of volunteers accepted is based on the amount of work projects and supervisory time available. Groups looking to volunteer will be approved on a case-by-case basis. Volunteers customarily work daytime hours, when supervisors are more readily available.

Potential volunteers must complete a confidential 'Volunteer Application.' This form includes basic information about the applicant(s). For individuals over 18 years of age, authorization is also required for a City-mandated background check to be conducted by City of Waupun staff. For individuals under 18 years of age, consent of a parent or legal guardian is required. The Library Director has final authority to accept or reject a volunteer applicant.

Potential library volunteers must sign a confidential 'Volunteer Agreement.' This is comprised of a list of library expectations of all volunteers. It includes, but is not limited to: a 'hold harmless' statement, human resources policies, library procedures, appropriate behavior and dress, cooperative working relationships, and emergency medical authorization.

The Assistant Director coordinates the Volunteer Program. He/She oversees the application process with the Library Director, which can include interviewing, selection and training. The Library Director updates volunteer application forms, and with other key library staff, assesses and improves the library's overall volunteer program.

Adopted 2/22/2016

# Waupun Public Library – Volunteer Application

DATE: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_

Other names you have been known by \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/work # \_\_\_\_\_

Email Address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Are you bilingual? (Y/N) \_\_\_\_\_ Language \_\_\_\_\_

Have you ever been convicted of a crime, other than a parking ticket (Y/N) \_\_\_\_\_

If yes, please list crimes and conviction dates \_\_\_\_\_

Date available to start: \_\_\_\_\_

## **A background check is required for volunteers 18 and older**

My signature below certifies that all statements made on this application are true, complete, and correct to the best of my knowledge and belief. I understand that these statements are subject to verification. I understand that the falsification of this application can disqualify me from consideration, or result in dismissal upon discovery.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# **Waupun Public Library – Volunteer Agreement**

## **The Waupun Public Library expects the following from its volunteers:**

- Work the expected number of hours according to a mutually agreeable schedule and arrive on time.
- When sick or unable to work, notify the immediate supervisor as soon as possible.
- Comply with established Library and City policies and procedures.
- Behave appropriately and follow the Library dress code.
- Fulfill the duties assigned in a professional manner.
- Contribute to a mutually cooperative working relationship with staff and other volunteers.

## **By signing this agreement I understand and agree to the following:**

1. To be supervised by the designated staff person to whom I will direct any concerns or problems.
2. To be on time and contact my supervisor as soon as possible if I am going to be absent or late.
3. To refrain from using profanity and to conduct myself with courtesy at all times.
4. I am not an employee of the Waupun Public Library and/or City of Waupun for any purpose and that as a volunteer I am not entitled to nor expect any present or future compensation or benefits.
5. As a volunteer I understand that I am not covered by the City of Waupun's workers' compensation program and that I should have my own health insurance in the event I am injured while performing volunteer duties.
6. If I drive a motor vehicle as part of my volunteer duties, I must possess a valid Wisconsin driver's license and automobile insurance, and that the Library and/or City of Waupun is not responsible for any damage to my vehicle.
7. The Library's need for volunteers may change at any time and that my assignment may be curtailed or eliminated at any time and for any reason. I understand that I may decide at any time to end my volunteer activities with the Library.
8. I, as the volunteer (or parent/legal guardian), hereby authorize, without my prior approval, the Library to seek emergency medical treatment for me in case of an accident, injury or illness and to hold the Library and/or City of Waupun harmless in such an event.
9. I, for myself, my heirs, successors or assigns, hereby indemnify, release and hold harmless the Library and the City of Waupun, its Boards and Commissions, agents, servant and employees from any and all claims, demands, causes of action or damages which may happened during my volunteering at the Library. I therefore assume any and all risks attendant to volunteering with the Library.
10. Any reports, studies, tests, manuals, instructions, photographs, negatives, blue prints, plans, maps, data system designs, computer code, or any other documents or drawings prepared or in the course of preparation by me shall be the exclusive property of the Library and all such materials will be remitted to the Library by me upon the completion, termination or cancellation of my volunteer services. I agree not to use any such materials for any purpose other than the performance of my volunteer service under this agreement.

11. I will keep all information confidential, in whatever form, produced, prepared, observed or received by me as a volunteer to the extent that such information is confidential by law.

**Applicants – please sign in the presence of a library employee**

Volunteer Name (Please print) \_\_\_\_\_

Volunteer Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian Signature, if applicable \_\_\_\_\_

Library Staff Witness (Please print) \_\_\_\_\_

Library Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



**CITY OF WAUPUN VOLUNTEER  
WAIVER AND RELEASE OF LIABILITY FORM**

**PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS.**

**BEFORE SIGNING THIS WAIVER AND RELEASE OF LIABILITY, READ THIS ENTIRE DOCUMENT CAREFULLY. IF YOU SIGN THIS WAIVER AND RELEASE OF LIABILITY AND AN INCIDENT OCCURS RESULTING IN INJURY OR LOSS OF PROPERTY, THEN YOU WILL BE GIVING UP LEGAL RIGHTS THAT YOU MIGHT OTHERWISE HAVE. IF YOU DO NOT UNDERSTAND ANYTHING IN THIS DOCUMENT, OR IF YOU OBJECT TO ANY PROVISION CONTAINED IN THIS DOCUMENT, YOU SHOULD NOT SIGN THIS DOCUMENT AS IT IS DRAFTED, BUT RATHER SEEK ADVICE FROM YOUR LEGAL COUNSEL. REQUESTS FOR MODIFICATIONS MAY BE DIRECTED TO THE CITY ATTORNEY'S OFFICE AT 324-2951 WEEKDAYS BETWEEN 9 - 4.**

This Volunteer Waiver and Release of Liability, executed on this \_\_\_ day of \_\_\_\_\_, 2\_\_\_\_, by \_\_\_\_\_ (the "Volunteer") in favor of the City of Waupun and its elected officials, officers, employees, and agents (collectively "Municipality").

**Waiver and Release**

The Volunteer freely, voluntarily, and without duress executes this Waiver and Release under the following terms:

The Volunteer does hereby release and forever discharge and hold the Municipality harmless from any and all liability, claims, and demands, either in law or in equity, which arise or may hereafter arise from Volunteer's activities with the Municipality.

The Volunteer understands that this Waiver and Release discharges the Municipality from any liability or claim that the Volunteer may have against the Municipality with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's activities with the Municipality, **whether caused by the volunteer or by the negligence of the Municipality or its officers, directors, employees, agents, or otherwise.** However, the Municipality and the Volunteer understand that the Municipality is not released from liability for harm incurred by the volunteer which results from the Municipality's intentional or reckless conduct.

The Volunteer understands that the Municipality does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness to the Volunteer.

**Activities**

The Volunteer desires to work as a volunteer for the Municipality and engage in the activities related to being a volunteer (the "Activities"). The Volunteer understands that the activities may include delivery of materials to homebound residents, moving book carts, checking items in and out, constructing displays, and working on special projects in the library.

The Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases the Municipality from any and all liability for injury, illness, death, or property damage resulting from the Activities and caused by the Volunteer or by the negligence of the Municipality.

**Medical Treatment**

The Volunteer does hereby release and forever discharge the Municipality from any claims whatsoever which arise or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's activities with the Municipality.

**Insurance**

The Volunteer understands that the Municipality does not carry or maintain automobile, health, medical, or disability insurance coverage for any volunteer. The Volunteer understands that he/she is provided with liability insurance coverage under the provisions of the Municipality's liability insurance policy.

Each volunteer should obtain his/her own medical, health, and automobile insurance coverage.

**Photographic Release**



# Library Bill of Rights

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

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

# The Freedom to Read Statement

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The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can

machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

*A Joint Statement by:*

[American Library Association](#)  
[Association of American Publishers](#)

*Subsequently endorsed by:*

[American Booksellers Foundation for Free Expression](#)  
[The Association of American University Presses, Inc.](#)  
[The Children's Book Council](#)  
[Freedom to Read Foundation](#)  
[National Association of College Stores](#)  
[National Coalition Against Censorship](#)  
[National Council of Teachers of English](#)  
[The Thomas Jefferson Center for the Protection of Free Expression](#)

## Freedom to View Statement

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The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

**Endorsed January 10, 1990, by the ALA Council**



## **Request for Library Item Review - Waupun Public Library**

This document becomes a public record when completed.

Please provide the following information (if relevant)

Title: \_\_\_\_\_

Author/Producer/URL : \_\_\_\_\_

Please tell us all you can to help us understand your concerns.

1. How did you learn of this item?

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2. What is it about the item that you object to?

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3. Did you read, listen to or view the entire item? If not, which parts or segments did you read, listen to, or view?

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4. What do you believe are the main ideas of the item?

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5. Additional comments:

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Your name (printed): \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

The Library Director will acknowledge your concern and contact you with a response within 30 days of receipt.