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**Waupaca Area Public Library
Policy Committee Meeting
Library Meeting Room C
Wednesday, June 20, 2018, 5:30
(or immediately after the Library Board Meeting)**

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Review policies:
 - Community Outreach/Public Relations (2014)
 - Equipment Use by the Public (2014)
 - Social Media Policy (2010)
 - Staff line of responsibility (2010)
 - Services of the Library (2007)

5. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.

Chapter 3 Community Outreach/Public Relations

- A. Public relation goals of the Waupaca Area Public Library are to promote an understanding of the library's objectives and services to governing officials, civic leaders, and the general public. The Library will promote active participation in the varied services offered to people of all ages.
- B. The Library Board recognizes that public relations involves every person who has a connection with the library. The Library Board and staff are expected to represent the Library in every public contact.
- C. The library director and staff are expected to make presentations and to participate in community activities to promote library service.

Approved by the Waupaca Area Public Library Board of Trustees May 21, 1991

Revised by the Waupaca Area Public Library Board of Trustees July 2007

Revised by the Waupaca Area Public Library Board of Trustees May 13, 2014

5/21/2014

Chapter 6 Equipment Use by the Public

The library circulates equipment for use by the public that may be checked out for a three day period. Reserving equipment prior to the date required is recommended. Equipment must be checked out by a library card holder, in good standing. Equipment will be inspected when it is returned. A fine of **\$1.00** per day is charged for the late return of equipment. Some equipment may only be used within the building. A complete list of available equipment is available at service desks.

1. First time users may request instruction on the proper use and hookup of equipment.
2. The user is wholly responsible for any loss or damage to the rental equipment. Repair, replacement and cleaning fees will be charged to user according to the repair cost, retail replacement cost and/or cleaning fees as determined by the Waupaca Public Library.
3. Users will not service, repair or change the set-up of equipment

Approved by the Waupaca Area Public Library Board of Trustees December 13, 1993

Revised by the Waupaca Area Public Library Board of Trustees September 9, 2003

Revised by the Waupaca Area Public Library Board of Trustees May 13, 2014

6/12/2018

Chapter 22 Social Media/Permission to Record

The Waupaca Area Public Library chooses to use social media (such as, but not limited to: blogs, website, social networking sites, email, etc.) to engage library customers in discussions of books, materials and programs. The Library recognizes and respects differences in opinion. Comments, posts and messages are welcome and will be reviewed before publishing. Posted comments are the opinion of the author only and publication of a comment does not imply endorsement or agreement by the Library Director or the Waupaca Area Public Library. Your submission of a comment constitutes your acceptance of this policy. Comments containing the following will be removed:

- * Obscene or racist content
- * Personal attacks, insults or threatening language
- * Potentially libelous statements
- * Plagiarized material
- * Private, personal information published without permission
- * Comments totally unrelated to the content of the forum
- * Hyperlinks to material that is not directly related to the discussion.

Content originating from Waupaca Area Public Library employees is not moderated. We allow our employees to post directly without approval. All social media must post the following disclaimer and have a link to the social media policy.

Disclaimer: “The opinions expressed on this website are my own and do not necessarily represent those of the Waupaca Area Public Library, City of Waupaca or the Outagamie Waupaca Library System.”

If you have any questions or comments about this policy, please feel free to contact the Library Director at pburingt@mail.owls.lib.wi.us.

Adopted by the Waupaca Area Public Library Board of Trustees on February 9, 2010

Chapter 23 Staff Line of Responsibility

In absences of the Library Director, the line of responsibility extends to:

- * Assistant Director/IT Coordinator
- * Children's Librarian
- * Teen Librarian
- * AV/Technical Services Librarian
- * Assistant Children's Librarian

The above named person will perform in the capacity of acting Director in the interim.

Revised by the Waupaca Area Public Library Board of Trustees September 2010

Chapter 20 Services of the Library

The library provides books, periodicals, and other non-print materials for information, entertainment, intellectual development, and enrichment of the people of the community. The library will try to:

1. Select, organize, and make available a wide variety of books, media and other materials.
2. Provide reference and information assistance to patrons.
3. Encourage materials usage through programs, exhibits, displays and book lists.
4. Cooperate with other community agencies and organizations.
5. Secure information beyond its own resources when requested.
6. Lend to and borrow from other libraries upon request.
7. Provide services to patrons with special needs.
8. Maintain a balance in its services to various age, economic and cultural groups.
9. Cooperate with, but not perform the functions of, school or other institutional libraries.
10. Provide service during hours which best meet the needs of the community including evening and weekend hours:

Current hours:

Monday, Tuesday, Wednesday and Thursday 9:00 a.m. to 8:00 p.m.

Friday 9:00 a.m. to 5:00 p.m.

Saturdays 10:00 a.m. to 2:00 p.m.

11. Regularly review library services being offered.
12. Use media and the library web page to promote library services and materials.

13. Make available a photocopy machine, ~~and~~ computer printers and faxing services to library patrons to patrons who wish to make copies at a rate to be determined by the Library Board. at the rate of 10 cents per page and 25 cents for color. Signs are posted advising users that there are restrictions on copy-righted materials. Violation of Copyright is the responsibility of the equipment user. ~~Restrictions are posted at the copy machine.~~
14. Provide interactive programs which promote literacy, library materials, facilities, ~~entertainment or cultural experience.~~
15. Make available meeting room space during library hours. See Library Meeting Room Policy for specifics.

Approved by the Waupaca Area Public Library Board of Trustees May 21, 1991

Revised by the Waupaca Area Public Library Board of Trustees May 2003

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Reviewed by Waupaca Policy Committee on June 20, 2018