



107 South Main Street  
Waupaca, WI 54981

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[www.waupacalibrary.org](http://www.waupacalibrary.org)

**Waupaca Area Public Library  
Policy Committee Meeting  
Library Meeting Room C  
Wednesday, May 17, 2017 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. Discuss proposed changes to the Meeting Room Policy and the Internet Use Policy
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 14 Meeting Rooms

Meetings are scheduled on a first-come, first-served basis. Nonprofit organizations are asked to make a monetary donation for each meeting to cover meeting room expenses. For profit organizations, private parties, and meetings that are not open to the public will be charged a fee for use of the rooms(\$10/hour or \$50/day). This fee is to be paid in full prior to meeting room use.

The room reservation form must be signed by an adult at least 18 years of age, who will be responsible for adherence to the policy. The person who signs the reservation form will be regarded as the responsible party for the group. Information must be provided at this time regarding the program and AV equipment needs. There must be an adult present at every meeting. The meeting rooms may be reserved by any group up to 6 months in advance. *Use of the meeting rooms does not imply that the Library endorses or supports the viewpoints presented.*

All library or City committees (Library Board, sub-committees, Foundation, Friends group, library programs and city elections) may book the meeting room an unrestricted number of times. If a Library or City event conflicts with another reservation, the group will be contacted as soon as possible.

Room reservations are not confirmed until the reservation form has been completed and signed by the applicant and the library administration. By signing this form, the applicant/group agrees to accept the responsibility and liability relating to the use of the facility. Fees may be charged for damage or cleaning of the room.

Meetings may be held between 9:00 AM and 8:00 PM, Monday through Thursday and during other open library hours. Organizations are responsible for their own room setup, clean up and garbage removal. Due to liability issues no one is to be in the building after the library closes. Participants must be admitted to all meetings free of charge.

Groups may choose the meeting rooms based on expected attendance. Meeting Room A (70) Meeting Room B (40), Meetings Room A & B (120 occupancy) or Meeting Room C (12-15). Meeting Rooms A & B are located in the lower level. Meeting Room C is located on the main level. No refreshments are to be served in Meeting Room C. The Teen Program Room or Children's Story Time Room may be available upon request.

### **The meeting rooms may not be used for the following:**

1. Any purpose which may interfere with the regular operation of the library.

| ~~2. Personal or family parties.~~

~~3.~~ 2. Programs involving the sale, advertising, solicitation, or promotion of products, services, memberships or classes. This includes tutoring where compensation is received.

There is a snack kitchen available for beverages or other light refreshments. Use of the snack kitchen must be requested and approved in advance. Some serving utensils are provided. No food warming devices, such as electric roasters, crock pots, etc. are allowed, with the exception of coffee and tea pots. The kitchen must be left clean.

Any audiovisual equipment or material needed must be reserved at the time of room booking. The library cannot provide operators for this equipment. If instructions are required, it is suggested that a representative of the group make an appointment with library staff before the meeting. All audiovisual equipment must be checked out at the Circulation Desk by a group representative with a valid library card. The person who checks out the equipment is responsible for any damage incurred. Equipment must be returned to the Circulation Desk at the end of the meeting.

No signs or posters may be attached to the walls. Any signs, informational or directional, must be approved by the library administration. Meetings should end on time. Individuals responsible for the meeting should be sure all attendees know where the fire exits are located. No smoking or consumption of alcohol is permitted.

Exceptions will be made for library programs in all cases. Exceptions may be made for nonlibrary programs with Library Board approval.

By signing the Meeting Room Reservation Form, the applicant agrees that:

1. ~~S/he has~~have read the Meeting Room Policy and understands it.
2. ~~S/he~~ understands that any failure to abide by these regulations may result in a loss of meeting room privileges. Failure to notify library staff of a cancellation may also result in loss of meeting room privileges.
3. ~~S/he~~ accepts the financial responsibility for any and all damage caused to the building, furnishings, or equipment beyond normal wear/and or usage as determined by library staff.
4. ~~All~~all meetings must have adult supervision (someone over 18).

Adopted by the Waupaca Area Public Library Board of Trustees July 13, 1993  
Revised by the Waupaca Area Public Library Board of Trustees August 9, 1994  
Revised by the Waupaca Area Public Library Board of Trustees June 25, 1998  
Revised by the Waupaca Area Public Library Board of Trustees February 2001

Revised by the Waupaca Area Public Library Board of Trustees September 13, 2005

Revised by the Waupaca Area Public Library Board of Trustees January 14, 2008

Revised by the Waupaca Area Public Library Board of Trustees November 10, 2009

Revised by the Waupaca Area Public Library Board of Trustees June 8, 2010

Revised by the Waupaca Area Public Library Board of Trustees December 11, 2012

Applicants are asked to make a monetary donation for each meeting to cover meeting room expenses.

Return to : Waupaca Area Public Library  
107 South Main Street  
Waupaca, WI 54981

\$ \_\_\_\_\_ Date \_\_\_\_\_ Staff \_\_\_\_\_

Date \_\_\_\_\_ Staff \_\_\_\_\_

715-258-4414

Please Print

**Waupaca Area Public Library Meeting Room Reservation Form**

Date(s) Wanted \_\_\_\_\_ Program begins at \_\_\_\_\_ Ends at \_\_\_\_\_

Name of Group \_\_\_\_\_ Expected activity \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Responsible Party \_\_\_\_\_

Address \_\_\_\_\_

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

Facilitator (if different from Responsible Party) \_\_\_\_\_

Room Choice (Circle) **A (capacity 70) B (capacity 40) A & B (capacity 120) C (capacity 12-15)**

AV Equipment available. Equipment can be checked out from the Circulation Desk with a valid library card. The person who checks out equipment is responsible for any loss or damage incurred. Equipment must be returned to the Circulation Desk after the meeting.

\_\_\_ Slide Projector      \_\_\_ Opaque Projector      \_\_\_ Overhead Projector

\_\_\_ VHS/DVD w/TV      \_\_\_ Laptop w/projector      \_\_\_ DVD/VHS w/projector

Other Equipment available:    Lectern    Easel    Dry Erase Board

The Library reserves the right to restrict use of the kitchen. Only light refreshments and non-alcoholic beverages may be served. **We will want to use the serving kitchen (yes or no)**

For what purpose \_\_\_\_\_

**The Library will not set up your meeting room. Please arrive 15-20 minutes early to set up chairs and tables as needed. You will be expected to clean up and remove all garbage and recyclables.**

**I have received and read the Meeting Room Policy and understand the regulations included. I understand that any failure to abide by this policy, by myself, or my group, may result in a loss of future use of the meeting rooms. I accept responsibility for all damage caused to the building, furnishings or equipment beyond normal wear and/or usage as determined by library staff.**

\_\_\_\_\_  
**Responsible Party Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Staff Signature**

\_\_\_\_\_  
**Date**

*Use of the meeting rooms does not imply that the Library endorses or supports the viewpoints presented.*

## Chapter 1 Computer and Internet Use

Please review the following pages **before** agreeing to this policy.

*This policy also applies to personal equipment (laptops, etc.) utilizing a library Internet connection.*

1. The Library does not censor or filter your access or protect you from information you may find offensive. The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content.
2. Access to public computers or wireless may be blocked for Infosoup patrons who are delinquent.
3. Minor children under 18 years of age must have a parent/guardian read, agree to, and sign the Internet Policy in person. If accompanied by a parent/guardian minor children without a card may be issued a visitor's pass to use the Internet with permission of the parent/guardian.
4. Use of the Internet computers is on a first come, first serve basis. The Library uses SAM (Smart Access Manager) computer software. The Internet sessions are in 30 minute blocks. Your time may be extended up to 3 hours per day depending on availability.
5. The SAM software requires users to accept the Library Internet agreement. This agreement implies acceptance of the Library Internet Policy, available upon request.
6. The Internet computers will be available during normal library hours, subject to periodic maintenance. Internet terminals in the teen library will be available only when staff is present. The Internet terminal in the children's department is reserved for youth under 14 years of age and parents accompanied by small children. Children under 8 year of age who wish to use computers must be accompanied by an adult.
7. **Charges for printing:**
  - \$.10 for 8 ½ by 11inch black & white
  - \$.50 for 8 ½ by 11 inch color
  - \$.15 for 8 ½ by 14 inch black & white

- \$.75 for 8 ½ by 14 inch color
- \$.50 for 11 by 17 inch black & white
- \$1.00 for 11 by 17 inch color

8. The Library prohibits:

- use of its computers and network for unauthorized, illegal or unethical purposes. use of its computers and network to access material that creates a hostile working environment to patrons or staff, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- the misuse of copyrighted material as per state and federal law.
- misrepresenting oneself for any purpose.
- invading the privacy of others or interfering with their computer use.
- Use of another person's library card to access the Internet

7. Any use in violation of this Internet Policy may result in the loss of Internet privileges. First violation may result in the loss of privileges for up to three months. Second violation may result in the loss of privileges for up to one year. For copyright infringement and other illegal offenses the Waupaca City Police Department will be notified.

**Non Internet computers and microfilm readers may be accessed by anyone. Signup is required at the Information or Children's Desk. Time limits may be enforced if others are waiting.**

**Internet Agreement as displayed in SAM**

The Waupaca Area Public Library:

- -Does not filter content or control information accessed through the Internet.
- -Holds parents/guardians responsible for use of the Internet by their minor children.
- -Will charge \$0.10 per printed side. You are encouraged to use print preview and check the number of copies to be printed. You are charged more for color copies and sizes other than 8 ½ by 11 inch.
- -Prohibits the use of its computers and network for unauthorized, illegal or



unethical purposes.

- -Prohibits use of its computers and network to access material that creates a hostile working environment for staff or patrons, is obscene, contains child pornography, is considered bullying or harassment or is harmful to minors.
- -Prohibits the misuse of copyrighted material as per state and federal law.
- -Prohibits misrepresenting oneself for any purpose.
- -Prohibits the use of another person's library card to access the Internet.
- -Does not guarantee the security of its computers or

network. A complete copy of the Internet Policy is available upon request.

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Minor's name (please print):

Barcode: \_\_\_\_\_

I have read and understand the above policies and procedures. I also understand that misuse or abuse of the computers will result in loss of privileges.

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Signature of parent or guardian: (required if applicant is less than 18 years of age.)

Approved by the Waupaca Area Public Library Board on January 13, 1998. Revised by the Waupaca Area Public Library Board on April, 13, 1999 Revised by the Waupaca Area Library Board December 14, 1999. Revised by the Waupaca Area Library Board November 2001. Revised by the Waupaca Area Library Board September 2005. Revised by the Waupaca Area Library Board November 2007 Revised by the Waupaca Area Library Board February 10, 2009 Revised by the Waupaca Area Library Board May 12, 2009 Revised by the Waupaca Area Library Board April 13, 2010 Revised by the Waupaca Area Library Board February 8, 2011 Revised by the Waupaca Area Library Board December 11, 2012

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