



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, August 15, 2018, 6:00pm  
(or immediately after the Library Personnel Committee 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:
  - Equipment Use by the Public (2014)
  - Material Selection Policy (2012)
  - Rules of Conduct (2011)

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 6 Equipment Use by the Public

### Portable Audio/Visual Equipment

The library ~~also circulates~~ lends equipment to residents as a public service. Equipment must be checked out by a library card holder, in good standing. screens, slide projectors, a 16mm projector and overhead projector equipment for use by the public Equipment that leaves the building ~~may that may be checked out for afor a~~ three day period. Reserving equipment prior to the date required is recommended. ~~Reservations can be made at the circulations desk. Equipment must be checked out by a library card holder, in good standing, from our consortium.~~ Equipment will be inspected when it is returned ~~by library staff~~. 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.

### In Library Use Only

~~The Waupaca Area Public Library offers equipment such as microfilm machines, typewriters, a reading magnifier, opaque projector, projection unit with VCR or DVD player and a portable T.V. for use in the library only. Permission to use these machines must be requested at the Circulation Desk.~~

~~The library also offers a Dell Laptop and Viewsonic PJ550 projector for use with the following provisions:~~

~~4. Equipment needs to be reserved 24 hours in advance~~

~~6. For IN library use only or by other city departments.~~

~~8.1. \_\_\_\_\_ First time users need to receive may request receive instruction on the proper use and hookup of equipment.~~

~~9. \_\_\_\_\_ The user is wholly responsible for any loss or damage to the rental equipment.~~

~~10. \_\_\_\_\_ AV speakers can be supplied upon request.~~

~~11. \_\_\_\_\_ The user is wholly responsible for any loss or damage to the rental loaned equipment. Repair, replacement and cleaning fees will be charged to the user according to the repair cost, retail replacement cost and/or cleaning fees as determined by the Waupaca Public Library.~~

~~2. Users will not service, repair or change the set-up of equipment.~~

~~3. The Waupaca Area public Library and the City of Waupaca Library are held harmless by the borrower for any damage, injury, or loss.~~

~~12. \_\_\_\_\_ without the approval of the Reference Librarian.~~

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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

As revised by Waupaca Library Policy Committee on August 15, 2018

8/10/2018

## **Chapter 13 Material Selection Policy**

### **Purpose**

The Waupaca Area Public Library selects materials and develops collections in many different formats to provide Waupaca 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 Waupaca area residents.

### **Policy**

1. An objective of the Waupaca Area 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 Waupaca Area Public Library endorses the Library Bill of Rights and the Freedom to Read Statement, 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 Gifts 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 "Materials Review Policy."

Adopted by the Waupaca Area Public Library Board of Trustees March 8, 1994

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

Revised by the Waupaca Area Public Library Board of Trustees May 2012

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8. Every attempt is made to acquire titles by local authors that are published by mainstream publishers. Titles that are self-published will be added to the collection if there is a compelling reason to do so; i.e. valuable local content, high local interest. Print on demand titles that are self-published will be added if they meet the library's selection criteria. Retention of materials will be at the discretion of library staff.

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Revised by the Waupaca Area Public Library Board of Trustees May 2012

Revisions proposed to the Library Policy Committee August 15, 218

## Rules of Conduct Policy

Patrons and Library staff have the right to a secure and comfortable environment:

- Seating at Library tables and chairs is limited to the number of persons for whom the furniture was designed.
- Consumption of alcoholic beverages or possession of alcoholic beverages is not permitted on Library property, except as part of a program authorized by the Library Administration.
- Use of tobacco and vaping products is prohibited in the building, or lobby. Per City Ordinance (02-17) smoking is not allowed within 50 feet of the East and West main entrances.
- No weapons are allowed in the building.
- Roller-skating, roller-blading, bike riding, and skateboarding are not permitted in the Library or the lobby.
- Bicycles are not permitted in any Library public area or entryway. Bicycles must be parked in the racks outside the building. Wagons and strollers must not obstruct corridors, hallways, aisles, entries or exits.
- Blocking or obstructing an entrance, exit, or sidewalk is not permitted. Individuals or groups may not loiter in or around the Library.
- Animals, except those used to aid persons with disabilities, or as part of a Library-sponsored program, are not permitted in the Library. Animals may not be left unattended on Library property.
- The Teen Room has been set aside for use by teens (Grade 6 through age 19). For safety purposes, persons not within this age range must restrict activity to browsing library materials.
- The Library is **not** responsible for personal belongings left unattended.

Patrons have the right to use library materials and services without being disturbed by others:

- Behavior that disrupts or hinders use of the Library is prohibited. This includes, but is not limited to, loud or boisterous behavior, verbal or physical harassment, bullying, drunkenness or drug intoxication, running, and fighting.
- Courteous cell phone use only.
- Misrepresenting eligibility for services or identity in order to receive Library services is prohibited and may be prosecuted as a felony.
- Selling products or services, soliciting donations or business, or distributing materials not approved by Library Administration, is not permitted on Library property. Exceptions may be made for Library-sponsored programs or when otherwise authorized by the Library Administration. Panhandling is not permitted on Library property.

- Taking surveys, circulating petitions, and similar activities are permitted in the Library only when authorized by the Library Administration.
- Bathing or the washing of hair or clothes is not permitted. Persons whose bodily hygiene is offensive so as to constitute a nuisance to other library users will be asked to leave.
- Sleeping is not allowed in the library.
- Staring at or following others with the intent to annoy or harass them is not permitted.
- Eavesdropping on other Library users or staff is prohibited as an invasion of privacy and confidentiality.
- Parents or other legal guardians are responsible for the behavior of their minor children in the Library. Refer to the Unattended Minor Policy.

Materials, policies, and laws are to be respected:

- Theft, vandalism, and mutilation of Library property are criminal offenses and will be prosecuted. Library staff reserves the right to inspect all bags, briefcases, backpacks, and other such items when the staff has reason to believe this rule has been violated. Violators will be prosecuted.
- The violation of federal or state laws or local ordinances is not permitted on Library property.

Failure to comply with these rules may result in the loss of Library privileges, as outlined in the Security Policy.

Revised by the Waupaca Area Library Board November, 2001.

Approved by the Waupaca Area Public Library Board of Trustees, March 2008

Approved by the Waupaca Area Public Library Board of Trustees, May 2009

Revised by the Waupaca Area Public Library Board of Trustees, February 2011

[Revisions proposed to the Policy Committee on August 15, 2018](#)

Signed: \_\_\_\_\_ Date Revised: \_\_\_\_\_

(Library Board President)

Signed: \_\_\_\_\_ Date Revised: \_\_\_\_\_

(Library Director)

ORDINANCE NO. 02-17 (2017)

AN ORDINANCE AMENDING CHAPTER 9 – PUBLIC PEACE AND GOOD ORDER.

The Common Council of the City of Waupaca do ordain as follows:

SECTION 1. Section 9.02(3) POSSESSION OF FIREARMS, BOWS AND CROSSBOWS is hereby repealed and recreated to read as follows:

9.02(3) POSSESSION OF FIREARMS, BOWS AND CROSSBOWS. Notwithstanding any other Ordinance no person licensed to carry a concealed weapon under the provisions of Section 175.60 Wis. Stats. shall carry a concealed weapon within the City in any building owned, occupied or controlled by the City of Waupaca or at any special event as said term is defined by state law.

SECTION 2. Section 9.231(2)(c). SMOKING PROHIBITED is hereby amended and created to read as follows:

Section 9.231(2) PROHIBITION AGAINST SMOKING

(c) No person may smoke in any of the following:

- 1) a sports arena
- 2) a bus shelter
- 3) a public conveyance
- 4) within 50 feet of the East and West main entrances to City Hall of the City of

Waupaca, to include any protrusions, verandas, etc.

SECTION 3. This Ordinance shall take effect upon passage and publication.

Approved: August 15, 2017.

/s/ Brian Smith

\_\_\_\_\_  
Brian Smith, Mayor

Adopted: August 15, 2017

Published: August 24, 2017

/s/Henry Veleker

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Henry Veleker, City Clerk